

# STUDENT BILL AND PAYMENT INSTRUCTIONS FOR PAYING SUMMER 2020 SEMESTER CHARGES

To confirm your Summer 2020 registration, pay the total amount due on the student bill by

**THURSDAY, MAY 7, 2020**

Payment may be made by cash, personal or certified check, money order, Visa, MasterCard, Discover, American Express, or University-approved financial aid.

## BY MAIL \*

Mail a **check** or **money order** to:  
UNCG Cashiers and Student  
Accounts Office  
P.O. Box 26170  
Greensboro, NC 27402-6170

## IN PERSON

Pay with **cash, check, or money order** at:  
UNCG Cashiers and Student Accounts  
Office  
151 Mossman Building, Campus

## ONLINE \*\*

Pay online with either **credit card** (with a 2.85% service fee) or **electronic check**. Access the Student Account Center through UNCGenie and follow the online payment instructions listed below.

### \* Mailing Instructions

- ◆ Include your 9-digit **University ID number** on all checks or money orders.
- ◆ Pay the **exact** amount owed. **Do not mail cash.**
- ◆ Make your check or money order **payable to UNCG.**
- ◆ Address your payment to the **UNCG Cashiers and Student Accounts Office**. Do not send it to any other UNCG office or just to UNCG.

### \*\* Online Payment Instructions Using the Student Account Center

- ◆ **Login for Students:**
  - ◆ Go to [www.uncg.edu](http://www.uncg.edu) and click on the UNCGenie System icon.
  - ◆ Click Enter Secure Area. Type in University ID number and PIN and click Login.
  - ◆ Click Student Account Center.
- ◆ **Login for Authorized Users:**
  - ◆ Go to [www.uncg.edu](http://www.uncg.edu) and click on the UNCGenie System icon.
  - ◆ Click Student Account Center. Type in e-mail address and password and click Login Now.
- ◆ Once on the Student Account Center homepage, view your balance and click Make a Payment *or* click on the Make Payment tab at the top of the page.
- ◆ Select the Current Account Balance option and enter the dollar amount to be paid. It is optional to enter the notation in the Memo block. Click Continue.
- ◆ Verify the Payment Amount, select the Payment Method, and click Select. If paying by Electronic Check, enter the banking information and click Continue. If paying by Credit Card, click Continue to PayPath and proceed with the step-by-step payment instructions. If a card is used to make payment, a **2.85% service fee** (minimum of \$3.00) will be assessed.

### \*\* IMPORTANT \*\*

Electronic billing statements are generated for students who register for Summer 2020 on or before April 14, 2020. If you register after April 14, you will not receive a billing statement. Please view your summer balance online through the Student Account Center. Payment must be made immediately upon registration. There are no payment plans available for Summer 2020.



UNC  
GREENSBORO

Cashiers and Student Accounts Office  
P.O. Box 26170, Greensboro, NC 27402-6170  
151 Mossman Building, Campus  
Phone 336-334-5831 *or* toll-free 877-286-8250  
Fax 336-334-4178  
[cashier@uncg.edu](mailto:cashier@uncg.edu)  
<https://csh.uncg.edu/>

### **Financial Aid**

**The Cashiers and Student Accounts Office determines aid deferability.**

- ◆ **Pay the “amount due”** shown on your bill by **May 7, 2020**. The amounts for your Summer 2020 charges and anticipated Summer 2020 aid have been combined to produce a net amount for Summer 2020.
- ◆ All **previous balances** MUST be paid by **May 7, 2020** and cannot be paid by Summer 2020 financial aid.
- ◆ If a **third party source** is paying your bill, it is your responsibility to make sure the appropriate paperwork is in the Cashiers and Student Accounts Office by **May 7, 2020**.
- ◆ If you are receiving Title IV (federal) financial aid, make certain you have completed the online **Title IV Authorization Form**. You may access this form by logging into the secure area of UNCGenie, click Student Services and Financial Aid, and then click Financial Aid Title IV Authorization. Select your options for Sections A and B and click Submit.

### **Outside Scholarship Funds**

- ◆ Scholarship checks must be received at UNCG by **May 7, 2020** to defer your Summer 2020 charges.
- ◆ Official notification from scholarship donors will be accepted as anticipated credit.
- ◆ The Cashiers and Student Accounts Office will notify the students who have funds that require endorsement.

**If financial aid has not been applied to your bill, it could be for one of the following reasons:**

- ◆ Your financial aid file is not complete or there is an unmet requirement. Please review your information on UNCGenie’s Financial Aid section or contact the Financial Aid Office at 336-334-5702 or [finaid@uncg.edu](mailto:finaid@uncg.edu).
- ◆ The award type is not deferrable.
- ◆ No notification of the outside scholarship was received by UNCG.
- ◆ Your failure to meet Satisfactory Academic Progress.
- ◆ If you are using a Direct and/or Parent PLUS Loan to cover your bill, please make certain you have accepted your loan online and/or completed the PLUS process and/or Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov).
- ◆ **NOTE:** You must be enrolled at least half-time for federal loans to be authorized to your student account.

### **Important Information**

- ◆ Be aware that the following may result in cancellation of your Summer 2020 registration:
  - ◆ **Non-payment** or a **partial payment** of your bill by **May 7, 2020**.
  - ◆ **A returned check.**
- ◆ Before making any **room and/or meal plan adjustments** to your bill, please contact The Office of Housing and Residence Life at 336-334-5636 or [hrl@uncg.edu](mailto:hrl@uncg.edu).

### **Registration Confirmation**

To verify if your Summer 2020 registration has been confirmed, login to the secure area of UNCGenie from UNCG’s homepage, [www.uncg.edu](http://www.uncg.edu). Click Student Services and Financial Aid and then Payment Confirmation. Select the term and click Submit. If your registration has not yet been confirmed, please make certain your balance is settled in full by the payment deadline.

### **Suppression of Directory Information for Students**

Under FERPA, students have the right to request in writing that the disclosure of directory information be withheld from persons outside the University. To suppress your name from the University Directory and Campus Information, complete a suppression of personal information form with the Registrar’s Office. This form may be found online at <https://reg.uncg.edu/policies/suppression/>.