

STUDENT BILL AND PAYMENT INSTRUCTIONS FOR PAYING SPRING 2020 SEMESTER CHARGES

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

MONDAY, JANUARY 13, 2020

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

IN PERSON

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

BY MAIL *

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

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

- ◆ The check or money order must include your 9-digit **university ID number** and be made **payable to UNCG**.
- ◆ Pay the **exact** amount owed. **Do not mail cash**.
- ◆ Payment **must be received** by the payment deadline. Allow for sufficient mailing time.
- ◆ Address your payment to the **UNCG Cashiers and Student Accounts Office**. Do not send it to any other office or just to UNCG.

** Online Payment Instructions Using the Student Account Center

- ◆ **Login for Students:**
 - ◆ Go to *uncg.edu* and click on the UNCGenie System icon.
 - ◆ Click Enter Secure Area. Type in User ID and PIN and click Login.
 - ◆ Click Student Account Center.
- ◆ **Login for Authorized Users:**
 - ◆ Go to *uncg.edu* and click on the UNCGenie System icon.
 - ◆ Click Student Account Center.
 - ◆ Click Authorized User Access, type in Email and Password and click Login.
- ◆ Once on the Student Account Center homepage, view your balance and click Make 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. Click Continue.
- ◆ Verify the Payment Amount, select the Payment Method, and click Continue. 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.

Registration Confirmation

To verify if your Spring 2020 registration has been confirmed, login to the secure area of UNCGenie from UNCG's homepage, *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.



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 csh.uncg.edu