How to Enroll in the U.Va. Tuition Payment Plan for the Fall 2013 or Spring 2014 Terms

A few things to know about the University of Virginia Tuition Payment Plan

The University of Virginia offers a monthly payment plan to help distribute the costs of education over a period of time. You may set up a payment plan, by semester, to pay for Tuition and Fees, as well as Room and Board. Each semester is broken into 5 monthly payments. Sign up for Fall 2013 is currently open. The last day to sign up (with a down payment) or make changes to your plan is July 22, 2013. The first monthly payment will be made in June.

You must register for the payment plan for each semester for which you wish to take advantage of it.

If you sign up for Fall 2013 after May 31, 2013, you will be required to make a down payment of the first payment (June). If you sign up after June 20, 2013, you will be required to make a down payment of the first two payments (June and July).

You may sign up for Spring 2014 beginning October 1, 2013. The last day to sign up (with a down payment) or make changes to your plan is December 19, 2013.

All Payment Plan payments must be electronic, either by credit card (with a 2.75% convenience fee), or by e-check from your checking or savings account (no fee is associated with e-check payments). If you choose to use your credit card, we accept MasterCard, American Express or Discover. VISA has chosen NOT to participate in our program.

The cost per semester to set up a payment plan is $35, and is non-refundable. Please read on for specific instructions on how the student can set up the payment plan.

The plan is only available for use for the Fall and Spring terms.

AUTHORIZED PAYERS
As a parent or other interested party, you will be able to set up a Payment Plan for the student, once they have authorized you through the QuikPay@UVA system. To set up an Authorized Payer, students must go to QuikPay@UVA. Once logged into the system, they should Select "Authorize Payer" on the Message Board navigation bar and follow the instructions to create a user name and password for their authorized payer(s). The student must know the e-mail address of the person(s) they wish to authorize. The authorized payer(s) in turn will receive an e-mail immediately with instructions on how to log in to the system using the user name and password. Students may set up as many as 5 Authorized Payers in QuikPay@UVA.
AUTHORIZED PAYERS
Once your student has established you as an Authorized Payer, log into QuikPay@UVA. The link for Authorized Payers to log into QuikPay@UVA is: https://quikpayasp.com/virginia/studentaccounts/authorized.do

This will take you to QuikPay@UVA where you can sign up for the Payment Plan. QuikPay@UVA is also where you will see your University bills in the future, and where you will make payments for items that you could not establish as part of the Payment Plan, such as Telecommunications or Bookstore charges.
To sign up for the Payment Plan, click on “Make Payment”.
Click “Sign up for a Payment Plan” to set up a Payment Plan.
This will take you to an informational page welcoming you to the Automatic Payment program for U.Va. Please read the information on this page prior to proceeding. Click on either Proceed button once you are certain you wish to sign up for a Payment Plan.
Enter the required Personal Information. Your Student Information System ID number will automatically populate the “People Soft ID” field. Please verify the accuracy of your information prior to proceeding.
Check the box of your choice based on the appropriate deadline. The first deadline for the Fall 2013 term is June 1, 2013. Click in this box to proceed.

Note that a warning box appears indicating that once you enroll, your enrollment fee of $35.00 will be processed immediately. You SHOULD NOT include the enrollment fee amount in your budgeted amounts for the semester. Click OK to proceed.
You will now be taken to a budget worksheet page where you may calculate the amount that you would like to set up for your Payment Plan. Below are estimated costs for tuition and required fees, and University Housing and Dining charges. You may prefer to wait until mid-May, once all costs have been finalized, to establish your Payment Plan. However, if you wish to establish your plan now, and update the amounts prior to your first payment in June, you may do that as well.

**Estimated Undergraduate Student Costs for 2013-2014 - Per Semester**

<table>
<thead>
<tr>
<th></th>
<th>Virginian</th>
<th>Non Virginian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$5,008</td>
<td>$18,360</td>
</tr>
<tr>
<td>Required Fees</td>
<td>$1,225</td>
<td>$1,566</td>
</tr>
<tr>
<td>Housing</td>
<td>$2,635</td>
<td>$2,635</td>
</tr>
<tr>
<td>Dining</td>
<td>$2,190</td>
<td>$2,190</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,058</strong></td>
<td><strong>$24,751</strong></td>
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</tbody>
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Please note that Commerce School students have an additional tuition charge of $2,500 per semester to factor in to budgeting. Entering students in the School of Engineering have an additional $1,000 per semester charge to factor in.

Required fees include University Fee and the School Fee for the College of Arts and Sciences. If you are not in the College, your fee is likely slightly higher. You can find all school fees listed at www.virginia.edu/studentaccounts.

If you will be living off Grounds, and/or not using a Meal Plan, then only enter an amount for Tuition and Required Fees.

If you are receiving any Financial Aid, or you know of outside scholarships that will be sent to the University on your behalf, please be sure to deduct those amounts from your budget. Please note: ALL scholarships will be split by semester. For example, a $500 scholarship will be applied $250 for Fall, and $250 for Spring. Do not assume that we will apply the full amount in the Fall.

Also note, until the Payment Plan is paid in full for the semester, any overages will remain in the Student’s University account. Refunds will be processed after reconciliation in November for Fall, and April for Spring.

**PLEASE DO YOUR BEST NOT TO OVER BUDGET, AND PLEASE BUDGET IN WHOLE DOLLAR AMOUNTS!**
Enter your estimated budget amounts, less any Financial aid or Outside Scholarships. In the “Financial Aid from UVA” box, enter the total of your financial aid, less any Outside Scholarships.

Click on the Calculate button.

Based on the amounts you entered, you will see at the bottom of the screen the amounts that you will be required to pay per month, plus the amount due for the first payment. Please note that the amounts shown here are just for testing purposes and do not indicate actual Tuition, Housing or Dining amounts.

Click on the Proceed button at the bottom of the page to continue.
Next you will be taken to a page where you will indicate the Payment Method you prefer to use. Your choices are:

- Payment(s) from your bank account (This includes checking or savings, but NOT credit lines.)
- Payment(s) from your credit card (If you choose this option, there will be a non refundable 2.75% convenience fee assessed to each payment. We accept MasterCard, American Express, or Discover. VISA has chosen NOT to participate in our Payment Plan.)
From that page you will be taken to a data entry screen to provide your individual banking or credit card information. Please be very careful when entering this information to avoid problems with your payments.

If you select the option to pay from your bank account, you will see the following. Please note, if your checking account has leading zeroes, DO NOT enter them as part of your Account number.
If you choose the Credit Card option, you will see:

Enter all required information and verify its accuracy, then click on the Proceed button. If you decide you do not wish to pay with a credit card, click on the Return button.
Once you have completed your payment information, you will be taken to a Final Review page. Verify all the information on this page before proceeding. You will have the option to Change Personal Information, Change Payment Plan, or Change Account Information. Prior to proceeding, make all necessary changes.
The Terms & Conditions pages will then be presented. Read this information carefully before you accept the Terms & Conditions. If you agree, then click on the box labeled “Click here to accept the terms and conditions of this Agreement”. Specify Y for approval or N for decline in the box. Then click the Submit and Activate button to activate the agreement.
Your agreement will then be processed. Please do not press the BACK button on your browser while the system processes your Payment Plan agreement.

A confirmation page will then appear. You will be able to Print information about your agreement prior to exiting the Payment Plan setup screen.
You are attempting to create an agreement on a test e-Cashier site. No transactions will be completed on this system. If you are attempting to create an agreement for your school please contact your school.

Your agreement has been submitted.
Your NBS confirmation and agreement number is T74M18.
We recommend that you print this page for your records.

Print for your records

To protect your personal information, this window will close automatically in 10 minutes.

Exit e-Cashier

SUBMITTED NBS AGREEMENT FOR
University of Virginia (#0/200)
SUBMITTED ON 03/26/2009

STUDENT INFORMATION

This is your PeopleSoft ID: ***7440
Student Name: Susan Payment
Student Email: eze@virginia.edu
An e-mail confirmation will be sent to the e-mail address that you provided.

Once you have established your Payment Plan, the amount you have established to pay toward your tuition and fees, and/or Housing and Dining charges will be credited to the Student Account. Please be sure to check your monthly account balance, however, to ensure no other charges are incurred that require immediate payment. Items such as Bookstore charges, Telecommunications, and any other referred charges cannot be set up to be paid with the Payment Plan. These must be paid monthly by their respective due dates.