



PAYMENT INSTRUCTION GUIDE

Graduate Students

SPRING 2017

Spring 2017 Semester Payment Plan Due Dates

January 3, 2017	*Down Payment
February 3, 2017	1 st Installment
March 3, 2017	2 nd Installment
April 3, 2017	3 rd Installment
May 3, 2017	4 th Installment

If you do not plan to attend Utica College this Spring, please notify the Office of the Registrar at registrar@utica.edu or our office at sfs@utica.edu

Frequently asked questions

Why do I have to create a password to be able to speak with SFS?

Creating a password through the SFS Communication Consent Form is the best way for us to verify your identity and secure your personal and financial information. As of June 1, 2010, students are required to provide a password to verify their identity before speaking with any member of Student Financial Services concerning offered aid, eligibility for aid and/or account information. Students can access the electronic form under the Important Forms section of the Student Financial Services webpage or at www.utica.edu/consent.

How do I view my bill, make a payment or enroll in a Payment Plan?

You are able to view your bill, enroll in a payment plan and make a secure online credit card and/or electronic check payment, as well as access a variety of other options by visiting banner at <http://bannerweb.utica.edu> and "Enter Secure Area." You will be prompted to enter your UC user name and password. You then click on the following: Student Services-> Student Account -> Access My Account.

****NEW**** We are now offering a payment plan for Graduate Students. If you would like to enroll, you need to click on *Enroll in the Spring 2017 Payment Plan* located in the second box on the right side of your payment screen. You will be required to make your down payment plus the \$75 enrollment fee by January 3, 2017.

To View Your Bill – Under "Your Bills" click on "View." Your Financial Aid amounts are based on the information we have received as of the date of this billing. If you have not yet applied for Financial Aid, you can do so at www.fafsa.ed.gov. Until all required Financial Aid documentation is complete, your Financial Aid is estimated and is subject to change, which could also result in you owing more or less at a later billing date. In order to receive the Financial Aid that you have been awarded, you must be enrolled in a minimum of 3 credit hours. We have calculated your estimated amount due by subtracting your Financial Aid and any payments you may have already made from your charges.

Paying your total amount due – If you choose to pay your balance in full, please click on *Make Payment* located in the first box on the left hand side of your payment screen. Your payment is due on or before January 3, 2017.

How does the Payment Plan work?

Enrolling in the Payment Plan allows you to pay the semester balance over a period of five months. When you enroll, you will be required to make an initial down payment of 1/5 of the total amount due for the Spring 2017 semester on or before January 3, 2017. The amount will be calculated on the total charges less Financial Aid as of the date of your enrollment. The Spring balance is due in 4 additional installments as follows February 3, March 3, April 3, and May 3.

I cannot pay the amount that is required at this time.

What are my options?

***Grad PLUS LOAN** – The Grad PLUS Loan is a federal loan that is available to graduate students and is taken out to cover the charges for both the Fall 2016 and Spring 2017. If you would like to apply for The Grad PLUS Loan, please visit www.studentloans.gov to complete an application. Please be advised, only one application may be submitted and changes cannot be made to an application after its submission. If you

would like to make changes to the Grad PLUS Loan, please contact your Student Financial Services Counselor. A credit check is required for the Grad PLUS Loan. You will receive notification of approval shortly after you submit the application. If the Grad PLUS Loan is not approved you have the option to appeal this decision with the Direct Loan Program Center or obtain a credit worthy endorser. If you chose the endorser option, they will need to complete an addendum online at www.studentloans.gov

*** Alternative Education Loan**

An Alternative Education Loan is an education loan in the student's name. It is not a guaranteed federal loan and must go through an approval process that usually needs a creditworthy co-signor. We encourage you to research various private loans. New York State provides a useful private loan comparison tool at www.utica.edu/loan-compare. Once you have decided on a loan product you should apply directly through the lender. Borrowers will be required to submit several time-sensitive disclosures back to lenders as part of the loan process. It is important to carefully read all of the communication sent to you electronically or by

mail from Utica College and your alternative loan lender. Like the Grad PLUS Loan, the Alternative Education loan is taken out for the Fall 2016 and Spring 2017 semesters.

***Please note: If your approved Grad PLUS or Alternative Education Loan covers your academic year charges, you do not need to make a payment at this time.**

Can I use Financial Aid to help buy my books?

If your finalized financial aid exceeds your charges, you may be eligible to transfer an advance of excess funds from your account to the Utica College Bookstore to purchase books. If you are eligible, you can request this option by contacting jurbanke@utica.edu to complete a "Request for Excess Funds for Books Transfer."

What if I have any other questions that aren't answered here or on the Student Financial Service (SFS) website?

Please contact the SFS office at sfs@utica.edu or 315-792-3179 and your SFS Counselor will be happy to help you with any questions you may have.

IMPORTANT

*If you do not plan on attending the Spring 2017 please notify the
Office of the Registrar at registrar@utica.edu
or the Office of Student Financial Services at sfs@utica.edu*