



## Utica College Payment Guide On-line Students FALL 2014

Utica College's Payment Plan for online students allows you to pre-register for all (D1, D2 and D3 – if applicable) of the upcoming semester and pay your tuition in four scheduled installments (see calendar below). There is no charge to enroll in the Payment Plan.

<b><u>Fall 2014 Semester</u></b>			
BLOC opens	July 28	3 <sup>rd</sup> Payment due	October 14
1 <sup>st</sup> Payment due	August 19	D1 Session ends	October 19
D1/D3 Session begins	August 25	D2 Session begins	October 20
BLOC closes	September 15	4 <sup>th</sup> /Final Payment due	November 14
2 <sup>nd</sup> Payment due	September 16	D2/D3 Sessions end	December 14

If any financial obligation is not complete by the 4<sup>th</sup>/Final Payment due date, you will be assessed a **\$50 late fee**.

### **Set Up Your Payment Plan**

If you wish to opt for the Payment Plan, make a payment, or simply review your student account, please log in at <http://bannerweb.utica.edu> and choose the following menu links:

[Student and Financial Aid](#) > [Student Account](#) > [Access My Account](#)

- If you opt for the Payment Plan for the Fall 2014 Semester, please click [\\*Enroll in the Fall 2014 Payment Plan](#).
- If you choose to pay your balance in full, please click [Make Payment](#).

*\*Our secure payment site will give you the option to save your bank or credit card information. If you choose to do so, an automatic payment from your bank or credit card will not occur. You must go into the payment site and initiate the payment each time.*

### **Opening a Book Line of Credit (BLOC)**

You can open a Book Line Of Credit (BLOC) for the Fall semester if:

- you have filed a valid 2014-2015 FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- your Title IV authorization has been completed and accepted ([www.utica.edu/titleIV](http://www.utica.edu/titleIV))
- your financial aid package exceeds the amount of your outstanding charges
- you have completed and submitted the BLOC application ([www.utica.edu/sfsforms](http://www.utica.edu/sfsforms))
- all verification requirements are complete

All books should be ordered for all sessions at the beginning of the Fall semester.

***If you have any questions please contact the Office of Student Financial Services at 315-792-3179 and ask for Anne, Caryn or Kyle***

### **IMPORTANT**

If you do not plan on attending the Fall 2014 semester please notify the Office of the Registrar at [registrar@utica.edu](mailto:registrar@utica.edu) and the Office of Student Financial Services at [sfs@utica.edu](mailto:sfs@utica.edu).