



INSTRUCTIONS FOR FINALIZING YOUR SUMMER ENROLLMENT

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 two scheduled Installments (see calendar below). There is no charge to enroll in the Payment Plan.

<u>Summer 2013 Semester</u>	
BLOC opens	April 1
1 st Payment due	April 23
D1 Session begins	April 29
BLOC closes	May 10
2 nd /Final Payment due	June 18
D2 Session begins	June 24

If any financial obligation is not complete by the last payment due date or any registration is not complete by 4 business days before D2 session begins, 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 Summer 2013 Semester, please click [Enroll in the Summer 2013 Payment Plan](#).
- If you choose to pay your balance in full, please click [Make Payment](#).

Opening a Book Line of Credit (BLOC)

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

- you have filed a valid 2013-2014 FAFSA (www.fafsa.gov)
- your Title IV authorization has been completed and accepted (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)

All books should be ordered for both sessions at the beginning of the Summer semester.

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

IMPORTANT

If you do not plan on attending the Summer 2013 semester please notify the Office of the Registrar at registrar@utica.edu and the Office of Student Financial Services at sfs@utica.edu.