



Utica College Payment Guide On-line Students SPRING 2016

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.

Spring 2016 Semester			
BLOC opens	December 21, 2015	3 rd Payment due	March 8
1 st Payment due	January 12, 2016	D1 Session ends	March 11
D1/D3 Session begins	January 18	D2 Session begins	March 14
2 nd Payment due	February 9	4 th /Final Payment due	April 1
BLOC Closes	February 15	D2/D3 Sessions end	May 6

If any financial obligation is not complete by the 4th/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 Services](#) > [Student Account](#) > [Access My Account](#)

- If you opt for the Payment Plan for the Spring 2016 Semester, please click ***[Enroll in the Spring 2016 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 semester if:

- you have filed a valid 2015-2016 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 verification requirements are complete

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

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

IMPORTANT

If you do not plan on attending the Spring 2016 semester please notify the Office of the Registrar at registrar@utica.edu and the Office of Student Financial Services at sfs@utica.edu.