How to enroll in a semester payment plan in UVAPay

1. Log in to UVAPay

**Students:** log in to your SIS Student Center ([www.virginia.edu/sis](http://www.virginia.edu/sis)) and click on “UVAPay” in the Finances section.

**Authorized Users:** Log in to the UVAPay portal at [https://virginia.myonplanu.com/login](https://virginia.myonplanu.com/login).

2. Click on the Payment Plans tab

3. Find the term for which you want to enroll and then select the length of your payment plan. You may have the option of choosing either a 3-, 4-, or 5-month plan, depending on where we are in the cycle when you enroll. Choose “see more options” to see all available plans for a given term.
4. You will be presented with a screen similar to the one below. Note that you can budget for tuition and required fees (the “Comprehensive Fee” as well as school and University fees) as well as housing and dining (if you are being billed by the University for these charges). You can also enter credits that you are anticipating, whether from scholarships, student loans, a 529 college savings plan, or “other,” such as a payment being made by another family member on your behalf. Do not include and Federal Work Study funds as anticipated aid when setting up your payment plan! These are funds that the student can earn over the course of the year and are not considered anticipated aid.

<table>
<thead>
<tr>
<th>What Are Your Anticipated Charges or Aid?</th>
<th>Monthly Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Charges: $0.00</td>
<td>Date</td>
</tr>
<tr>
<td>Tuition &amp; Fees: $0.00</td>
<td></td>
</tr>
<tr>
<td>Room: $0.00</td>
<td></td>
</tr>
<tr>
<td>Meal Plan: $0.00</td>
<td></td>
</tr>
</tbody>
</table>

Want to re-estimate your charges?

- Additional Scholarships: $0.00
- Additional Grants: $0.00
- Additional Loans: $0.00
- Additional 529 Plan: $0.00
- Other: $0.00 Description: 

Payment Plan Balance: $0.00

Continue
5. Click on “Want to re-estimate your charges?” to use our tuition and fees calculator tool to help you with budgeting. Alternately, you can use the Cost of Attendance page, from the lower right corner of our homepage at sfs.virginia.edu, to help guide you in budgeting your plan. Note that the amounts on the Cost of Attendance page are for the full year, so make sure you divide by 2 before you submit your payment plan! As you enter information, you will see a running estimate of your monthly payments on the right, as in the example below. Once you have your budget in place, click “Continue.”
6. You’ll be taken to the payment page where you can enter your payment information. We discourage using a credit card for semester payment plans, as each payment will incur a separate 2.75% service fee. Most families choose to pay from a standard checking or savings account drawn on a U.S. bank. Money market accounts, 529 college savings plan accounts, or home equity line of credit accounts are not eligible for use in making online payments in UVAPay. Once you have entered your payment information, click “Continue.”
7. You’ll be taken to the payment confirmation page. Here, you will acknowledge that you understand you will be charged $45.00 to enroll in the plan, and you will activate your plan. Once you submit your plan, you will not be able to make any changes on your own, so be sure it looks right before you activate it!

You will receive an email confirmation of your plan soon after you activate it. Should you have any questions about your plan, please contact Student Financial Services at (434) 982-6000 or by email at sfs@virginia.edu.

8. If you are done in UVAPay, protect your account by logging out and closing all browser windows for your session.