



UNIVERSITY  
of VIRGINIA

Student Financial Services

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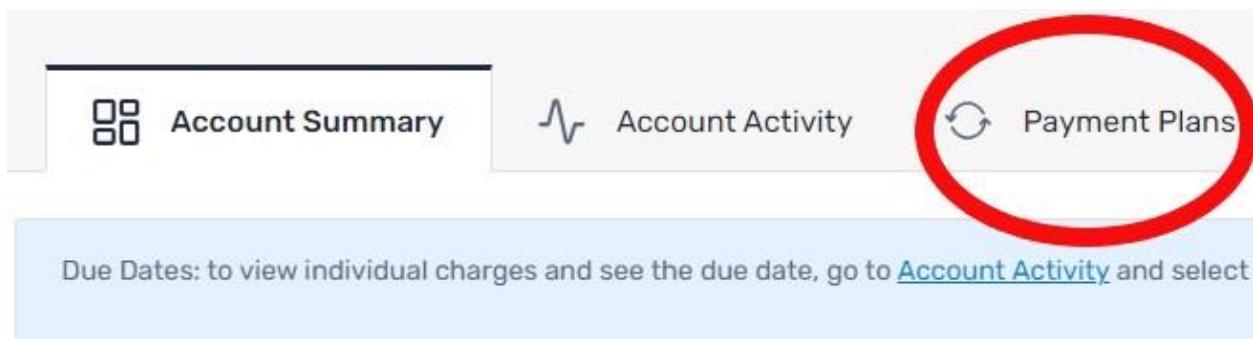
## How to enroll in a semester payment plan in UVAPay

### 1. Log in to UVAPay

**Students:** log in to your SIS Student Center ([www.virginia.edu/sis](http://www.virginia.edu/sis)), click on “Finances”, then “What I Owe”, then “UVAPay” in the upper right of that page.

**Authorized Users:** Log in to the UVAPay portal at <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.

### Spring 2024 - University of Virginia

| Your Payment Plan Offers   |  |  |
|--|--|--|
| Offer expires on 11/05/2023  | Offer expires on 12/05/2023  | Offer expires on 01/05/2024  |
| <b>5 Month Plan</b><br>\$45.00 sign-up fee<br>First payment on 11/05/2023<br><a href="#">Select plan</a> | <b>4 Month Plan</b><br>\$45.00 sign-up fee<br>First payment on 12/05/2023<br><a href="#">Select plan</a> | <b>3 Month Plan</b><br>\$45.00 sign-up fee<br>First payment on 01/05/2024<br><a href="#">Select plan</a> |

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.

## Are You Anticipating Any Additional Charges or Aid?

Term: Spring 2024

Installment Schedule

Payment Plan: 5 Month Plan  
[Change](#)

DATE

AMOUNT

Estimated Charges: \$0.00

Tuition & Fees  
0.00

Room  
0.00

Meal Plan  
0.00

[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

Description

Payment Plan Balance

\$0.00

← Back

Continue

5. Use the Cost of Attendance page, accessible from the SFS home page at <https://sfs.virginia.edu/>. **Note that the amounts on that page are for the full year, so make sure you divide by 2 before you submit your semester payment plan!** As you enter information, you will see a running estimate of your expected monthly payments on the right, as in the example below. Once you have your budget in place, click “Continue”.

## Are You Anticipating Any Additional Charges or Aid?

Term: Spring 2024

Payment Plan: 5 Month Plan  
[Change](#)

Estimated Charges: \$15,115.00

Tuition & Fees  
10865.00

Room  
4250.00

Meal Plan  
0.00

[Want to re-estimate your charges?](#) ⓘ

### Installment Schedule

| DATE       | AMOUNT     |
|------------|------------|
| 11/05/2023 | \$2,023.00 |
| 12/05/2023 | \$2,023.00 |
| 01/05/2024 | \$2,023.00 |
| 02/05/2024 | \$2,023.00 |
| 03/05/2024 | \$2,023.00 |

Additional Scholarships  
0.00

Additional Grants  
5000.00

Additional Loans  
0.00

Additional 529 Plan  
0.00

Other  
0

Description

Payment Plan Balance

\$10,115.00

← Back

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% 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 online payments in UVAPay. Once you have entered your payment information, click "Continue".

### How Would You Like To Pay?

#### Payment Details

|  |  |
|--|--|
| Total Plan Amount:                       | <b>\$10,115.00</b>                     |
| First Monthly Payment:                   | <b>\$2,023.00</b>                      |
| Number of Payments:                      | <b>5</b> <a href="#">view schedule</a> |
| First Payment Date:                      | <b>Nov 5, 2023</b>                     |
| Automatic Withdrawal:                    | <b>5th of each month</b>               |
| Non-Refundable Payment Plan Sign-up Fee: | <b>\$45.00</b>                         |
|  |  |
| Total Amount Due Now:                    | <b>\$0.00</b>                          |

#### Payment Method

- ☒ Bank Account (eCheck) ending in [REDACTED]
- ☐ Bank Account (eCheck) ending in [REDACTED]
- ☐ Add New Bank Account (eCheck)  
*no service fee*
- ☐ Add New Credit/Debit Card  
*will include a 2.75% service fee*

← Back

Not Now


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 you have it looking as you want it to look 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 at [sfs@virginia.edu](mailto:sfs@virginia.edu).

## Almost Finished, Please Review and Confirm


### Payment Details

|  |   |
|--|---|
| Total Plan Amount:                       | \$10,115.00   |
| First Monthly Payment:                   | \$2,023.00  |
| Number of Payments:                      | 5   |
| First Payment Date:                      | Nov 5, 2023   |
| Automatic Withdrawal:                    | 5th of each month   |
| Payment Info:                            |  |
| Non-Refundable Payment Plan Sign-up Fee: | \$45.00   |
|  |   |
| Total Amount Due Now:                    | \$0.00  |

### Installment Schedule

| DATE       | TOTAL      |
|------------|------------|
| 11/05/2023 | \$2,023.00 |
| 12/05/2023 | \$2,023.00 |
| 01/05/2024 | \$2,023.00 |
| 02/05/2024 | \$2,023.00 |
| 03/05/2024 | \$2,023.00 |

Your bank account will be charged \$45.00 on 10/15/2023

- ☐ I have read and agree to these [Payment Plan Terms & Conditions](#) 
- ☐ I agree to the [Recurring Payment Agreement](#)

← Change Payment Method

Select Different Offer

Activate

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