



## 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>.

### 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.

The screenshot displays two sections of payment plan offers. The first section is for 'Fall 2018 - University of Virginia' and lists three options: a 5-month plan (offer expires 06/04/2018, first payment 06/05/2018), a 4-month plan (offer expires 07/04/2018, first payment 07/05/2018), and a 3-month plan (offer expires 08/04/2018, first payment 08/05/2018). Each option includes a \$45.00 sign-up fee and a 'Select' button. The second section is for 'Spring 2019 - University of Virginia' and shows a 5-month plan (offer expires 11/04/2018, first payment 11/05/2018) with a \$45.00 sign-up fee and a 'Select' button. Below this option is a 'See more options' link. The entire screenshot is overlaid with a 'TEST ENVIRONMENT' watermark.



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.**

### What Are Your Anticipated Charges or Aid?

Fall 2018

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

Estimated Charges: \$0.00

Tuition & Fees:	<input type="text" value="0.00"/>
Room:	<input type="text" value="0.00"/>
Meal Plan:	<input type="text" value="0.00"/>

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

Additional Scholarships:	<input type="text" value="0.00"/>	
Additional Grants:	<input type="text" value="0.00"/>	
Additional Loans:	<input type="text" value="0.00"/>	
Additional 529 Plan:	<input type="text" value="0.00"/>	
Other:	<input type="text" value="0.00"/>	Description: <input type="text"/>

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](http://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.”

### What Are Your Anticipated Charges or Aid?

Fall 2018  
Payment Plan: 5 Month Plan [change](#)

Estimated Charges: \$14,055.00

Tuition & Fees:

Room:

Meal Plan:

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

Additional Scholarships:

Additional Grants:

Additional Loans:

Additional 529 Plan:

Other:  Description:

Date	Amount
6/5/2018	\$1,161.00
7/5/2018	\$1,161.00
8/5/2018	\$1,161.00
9/5/2018	\$1,161.00
10/5/2018	\$1,161.00

Payment Plan Balance  
\$5,805.00

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."

## How Would You Like To Pay?

Payment Details	Payment Method
Monthly Payment: \$1,161.00	<input type="radio"/> Bank Account ending in 2587 <i>Wells Fargo Bank</i>
Number of Payments: 5 <a href="#">view schedule</a>	<input type="radio"/> Bank Account ending in 1574 <i>Wells Fargo Bank</i>
First Payment Date: Jun 5, 2018	<input type="radio"/> Add New Credit/Debit Card <i>will include 2.75% service fee</i>
Automatic Withdrawal: 5th of each month	<input type="radio"/> Add New Bank Account <i>no service fee</i>

Non-Refundable Payment Plan Sign-up Fee

Will Process Immediately

Amount: \$45.00

[Continue](#)

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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](mailto:sfs@virginia.edu).

### Almost Finished, Please Review and Confirm

Payment Details	Monthly Installments	
Monthly Payment: \$1,161.00	Date	Total
Number of Payments: 5	06/05/2018	\$1,161.00
First Payment: Jun 5, 2018	07/05/2018	\$1,161.00
Automatic Withdrawal: 5th of each month	08/05/2018	\$1,161.00
Payment Info: Checking - 2587	09/05/2018	\$1,161.00
Wells Fargo Bank	10/05/2018	\$1,161.00

Non-Refundable Payment Plan Sign-up Fee  
Will Process Immediately  
Amount: \$45.00

[Print Terms & Condition](#)

Terms & Conditions will go here

I agree to these Terms and Conditions  
Your bank account will be charged \$45.00

[Activate](#)

[Change Payment Method](#)

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