

Payment Plan Guide

Log into the Bill and Payment System with your **PatriotWeb** Username and Password.

Authorized Users sign in through the Authorized User area with their email, and the password set up through the Authorized User set up process.*

*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts' website:

(<https://studentaccounts.gmu.edu/wp-content/uploads/AuthorizedUserSetup.pdf>)

Students and Staff

*Indicates required information

*Mason Username:

*Password:

Login

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

Login

Forgot your password?
Have a temporary password emailed to you.

Welcome

Welcome to George Mason University Student Account Suite. This service lets students and their families view bills, make payments, and manage the student account.

Students and staff may log in using their Mason Username and Password. (same as Patriot Web) Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to saccount@gmu.edu.

System Availability Note: Our system is **unavailable** *daily* from 10:30 PM to 12:00 AM and *Sundays* from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Student Account Suite Features

- Student Account Center
 - Check your balance.
 - Make a payment towards your balance.
 - View your payment history.
 - Store your payment methods for quick and easy payment.
 - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing
 - View and print your billing statement.
- Payment Plan Management
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.

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On the Home Page, you must click on "Payment Plans" at the top of the screen.

The screenshot displays the George Mason University Student Account portal. At the top, the university logo is on the left, and 'Logged in as: | Logout' is on the right. A navigation bar contains 'Home', 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The 'Payment Plans' link is highlighted with a blue arrow. The main content area is divided into three sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section shows a balance of \$XXXX.XX, a 'Make Payment' button, and a 'View Activity' button. Below this is a 'Statements' section with a 'View' button for the latest eBill Statement (12/19/16) - \$392.00. The 'Term Balances' section shows a balance of \$6,658.00 for Fall 2017. The 'My Profile Setup' section includes links for 'Authorized Users', 'My Payment Profile', and 'Notifications'. The 'Announcement' section contains several notices, including one about accepted credit cards and a 'PAY NOW WITH FLYWIRE' button.

Announcement

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted **online only**, and a **2.75 percent convenience fee** will apply. Electronic check payments may be made without a fee.

Important for credit card payers: Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

System Availability Note: Our system is **unavailable** *daily* from 10:30 PM to 1:00 AM and *Sundays* from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Need to make an international payment?

PAY NOW WITH FLYWIRE

Student Account ID: xxxxxxxx

Balance \$XXXX.XX

Make Payment View Activity

Statements

Your latest eBill Statement Statement (12/19/16) - \$392.00 View

Term Balances

Fall 2017 \$6,658.00

My Profile Setup

- Authorized Users
- My Payment Profile
- Notifications

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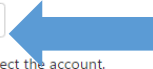
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Plan Enrollment

[Select Payment Plan](#)[Schedule Payment Plan](#)[Payment Plan Agreement](#)

Select a term to view available plans:

After you select a term, if multiple accounts display, you must also select the account.



Plan Enrollment

[Select Payment Plan](#)[Schedule Payment Plan](#)[Payment Plan Agreement](#)

Select a term to view available plans:

After you select a term, if multiple accounts display, you must also select the account.

2 Pay Plan:

This plan is for Spring 2017. This option allows you to split your balance into 2 payments after all future credits are applied. You must have a minimum balance of \$500.00 in eligible charges in order to enroll in the plan. \$25 nonrefundable contract fee is due as down payment at the time of plan enrollment.

This plan is for Spring 2017. This option allows you to split your balance into 2 payments after all future credits are applied. You must have a minimum balance of \$500.00 in eligible charges in order to enroll in the plan. \$25 nonrefundable contract fee is due as down payment at the time of plan enrollment.



This screen is where you select the term to enroll. After selecting the term in the drop down, click "Select".

From there you must select the payment plan.

Each option is for the amount of installments you want. So the 2 Pay Plan option is for 2 installments of 50% each plus the \$25 contract fee.

Once done, click "Select".

Plan Enrollment

[Select Payment Plan](#)[Schedule Payment Plan](#)[Payment Plan Agreement](#)

Select a term to view available plans:

Spring 2017 ▾

[Select](#)

After you select a term, if multiple accounts display, you must also select the account.

2 Pay Plan ▾

[Select](#)

2 Pay Plan

This plan is for Spring 2017. This option allows you to split your balance into 2 payments after all future credits are applied. You must have a minimum balance of \$500.00 in eligible charges in order to enroll in the plan. \$25 nonrefundable contract fee is due as down payment at the time of plan enrollment.

2 Pay Plan Details

Term(s):	Spring 2017
Enrollment deadline:	6/15/17
Scheduled payments:	Optional
Setup fee:	\$25.00
Number of payments:	2
Payment frequency:	Fixed Dates

[Continue](#)[Cancel](#)

This screen will show a few details of the plan including the number of payments, the term, the deadline for enrollment and it shows the setup fee or contract fee*. When done looking through the information, click “Continue”.

*The setup fee is always \$25 and will be a one time fee for enrollment into the plan each semester.

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	5,550.00	
Course Fee(s)	100.00	
Othor Fee(s)	300.00	
Balance:		5,950.00

Display Schedule

Back

Cancel



This screen shows what your total charges are for the semester.

Please note, this screen shows **CHARGES ONLY**. It will not show any financial aid or any other payments that were already made to the account.

When done, click “Display Schedule”.

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Refunds Help My Profile

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	5,550.00	
Course Fee(s)	100.00	
Other Fee(s)	300.00	
Balance:		5,950.00

Recalculate Schedule

Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Installment 1	6/16/17	2,975.00
Installment 2	7/15/17	2,975.00
Total of installments:		5,950.00
Total fees:		25.00

Continue Back Cancel

This screen shows when your installments are due and the amount that is due for each installment. **It will also show how much it costs to enroll in the plan.**

You may also click on "Recalculate Schedule" to adjust if there was a down payment made.*

Once done, click "Continue".

- **Notes**
 1. If you want to see the main differences in each plan, you should use this screen.
 2. Financial Aid will decrease the total amount due and the installments will be split based off of the remaining amount.

*Previous payments that are not Financial Aid will go toward the first installment and the setup fee.

This is the payment selection screen.
For help on making a payment, please go to:

<https://studentaccounts.gmu.edu/wp-content/uploads/PaymentInstructions.pdf>



Logged in as:

| Logout ↗



My Account

Make Payment

Payment Plans

Refunds

Help

My Profile

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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You must pay the plan fees before enrollment can be processed.
You will be responsible for making installment payments on time, through this system, in person, or via mail.

Select Payment Method

Payment method

Select Payment Method ▾

Select Payment Method

New Electronic Check (checking)

Credit Card via PayPath *

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Electronic check payments require a bank routing number and account number, account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.



Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
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Please read the following agreement carefully before you continue.

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$5,950.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$5,950.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

I, **Student Name**, hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also understand that failure to meet the terms of this agreement may entitle **George Mason University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$2,975.00 due on 6/16/17**.

Installment 2 in the amount of **\$2,975.00 due on 7/15/17**.

This agreement is dated Tuesday, June 13, 2017.

For fraud detection purposes, your internet address has been logged:

129.174.53.66 at 6/13/17 1:22:16 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact saccount@gmu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Continue

View Worksheet

Print Agreement

Back

Cancel



After the payment is made, the Payment Plan Agreement is shown.

Please review the agreement and if you wish to print it off, click on “Print Agreement”. If you wish to go back and change the plan or the payment method, click “Back”.

When done, check “I Agree” and click “Continue”.

This screen is what replaces the old Payment Plan Screen from the beginning as well as being the receipt for enrolling into the payment plan.

This screen is also for paying your next installment.

PLEASE NOTE remaining installment payments are to be made manually and **will not** be automatically deducted from any account.

GEORGE MASON UNIVERSITY | Logged in as: | Logout

My Account | Make Payment | Payment Plans | Refunds | Help | My Profile

Payment Plans

Your enrollment in 2 Pay Plan was processed successfully.

Available Payment Plans

You are currently enrolled in a payment plan for the current term. There are other payment plans available. To enroll in a different payment plan or in a payment plan for another term, select Enroll Now.

Enroll Now

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to Payments .

Plan Name:	2 Pay Plan View Agreement						
Term:	Spring 2017						
Enrollment date:	6/13/17						
Payoff amount:	\$5,950.00 Pay off Plan						
Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
2 Pay Plan -- Installment 1 of 2	2,975.00	6/16/17	Unpaid				
2 Pay Plan -- Installment 2 of 2	2,975.00	7/15/17	Unpaid				

[Pay Next Installment](#)