How to set up a Tuition Payment Plan
General Information on the Payment Plans

• The plan is valid for payment of Tuition and Fees only; it cannot be used for Housing or other charges
• The down payment and the $15 enrollment fee is required at time of enrollment
• The down payment is calculated based on the student’s balance after financial aid is subtracted
• Payment plans must be established each term before tuition deadline date; this means making the initial payment and completing the enrollment form
• Students can enroll online or in person
To enroll online, go to myWings and click on “View & Pay My Bill”
To enroll online, follow these steps:

Step 1: Click on the “Payment Plans” tab at the top
Step 2: Click on Enroll Now
Select the Term from the drop down menu and click “Go”
The payment plan Detail Screen will appear:

Details of the Payment plan consist of:

- **Term**
  - Enrollment deadline
  - Setup Fee: $15.00
  - Percentage of the down payment: 50% or 33%
  - Number of Payments: 1-2
  - Late Penalty fee: $100

After reviewing, click “Continue”
Step 3: “Schedule Payment Plan” calculates your Down Payment total due.

Eligible charges are tuition and fees; they are listed separately. Credits include financial aid and/or any payments already made.

Down Payments = 1/2 or 1/3 of the charges
The Payment Schedule shows the “Total due now” which is the $15 setup fee and Down payment.

- The due date and amount of the second payment is displayed
- Payment plans are updated nightly
- If paying by e-check, you can schedule your second payment to be paid automatically on the due date.
Step 4: Summary of your current account breakdown

Be sure to review the Payment Plan Agreement. You may want to print this for your records.

Click “I Agree” and then “Continue”

You must complete this final step to make your payment and enroll in the payment plan.

After you check “I Agree” and “Continue,” a payment receipt will appear.
Payment Information:

An email confirmation with the receipt of payment is sent to your UNF email account. Make sure that you check your UNF email account; this is how Student Financial Services communicates with students.

Note: This confirmation is only an acknowledgement that UNF is transmitting your banking information to withdraw the ‘Total Due Now” amount from your bank account.

Bank confirmation may take up to 10 days. If your bank rejects this transaction, you will receive an email and your student account will be adjusted to reflect the return. Your student account will remain unpaid and you may be assessed fees.