

# PAYMENT

## Fee Payment

All fees are payable by the deadline published on the official Academic Calendar (<http://www.registrar.gatech.edu/home/calendar.php>) and on the Bursar's Office (<http://www.bursar.gatech.edu/content/bursar-calendar>) web page for each academic term. Registration is not complete until all fees are paid. The Institute reserves the right at any time during the semester to drop any student from classes for failure to pay fees. In no case is a regulation waived or an exception granted because a student pleads ignorance of the regulation or asserts that he or she was not informed of it by an advisor or other authority. Students who owe the Institute money and have been placed on "Hold" because of failure to pay may have their account forwarded to a professional collection agency.

Payment may be made with cash (U.S. dollars); a check payable in U.S. currency and drawn on a financial institution located in the United States (checks must be made payable to "Georgia Institute of Technology" and have the checking account number encoded); or a cashier's check. Georgia Tech does not accept credit card payments directly for payment of tuition, fees, and room and board that appear on the student's account summary. Credit card payments can only be made via the Student Information System (<http://www.buzzport.gatech.edu>) and are processed by Georgia Tech's vendor. Credit card users are charged a service fee of 2.75 percent by the vendor for this service. A fee is not charged for WebCheck transactions. MasterCard, American Express, and Discover (credit and debit), and WebChecks are accepted for online payments. Credit and debit card payments cannot be made by mail, phone, fax, or in person.

## Choosing a Payment Option

### Online Webcheck (ACH) or Credit Card

The Bursar's Office accepts ACH and credit card (AMEX, Visa, MasterCard & Discover) payments on-line. To make a payment for an account, go to Buzzport (<https://buzzport.gatech.edu>) and select the PayNow–Bursar icon on the Home or Student tab.

### Mail In

Make all checks or money orders payable to Georgia Institute of Technology. The student's ID number must be clearly printed on all checks or money orders. Payments must be received (not postmarked) by 4:00 PM, Eastern Standard Time, on the fee deadline date. Mail payments to the following address:

Georgia Institute of Technology  
Office of the Bursar  
Suite 111 Lyman Hall  
225 North Avenue  
Atlanta, Georgia 30332-0255

### On Campus

Students who pay in person should bring their cash or check to the Bursar's Office Cashier Window; First Floor, Lyman Hall. Payment by check or money order may be deposited in the drop box, located in the entry vestibule to Lyman Hall, at any hour of the day before the fee deadline. Do not put cash in the drop box. Checks should be made out to "Georgia Institute of Technology" and should contain the student id in the memo line.

## Prepayments

Prepayment of fees is accepted. However, prepayment does not guarantee the student will successfully register for any or all classes needed. It is the student's responsibility to properly register for classes by the registration deadline.

## Fee Payment Using Financial Aid

All tuition waivers, financial aid, scholarships, and fellowships awarded are disbursed to the student's account and applied to any outstanding balances. Financial aid is initially estimated before it is actually disbursed. The "Balance Due" for a student is reduced by this estimated amount. Actual disbursements begin approximately one week prior to the fee deadline. It is the student's responsibility to ensure all funds are properly credited by the fee deadline date by reviewing his or her student Web invoice. If funds are not/will not be disbursed or credited by the fee deadline, the student may be eligible to request a deferment from the Office of Scholarships and Financial Aid. Deferments must be requested and will be granted only for the lesser of the amount of the financial aid award or the amount due to the Institute.

## Disbursement of Financial Aid Checks

Financial aid processed by the Office of Scholarships and Financial Aid is applied directly to the student's account in the Office of the Bursar. If a credit balance exists after all charges are posted and paid, the Office of the Bursar will deposit the credit amount into the student's bank account. Many financial aid programs -- including the HOPE scholarship, Federal Pell Grant, and Stafford Loan -- do not require the student be enrolled full time in order for disbursement to occur. However, because some scholarships and grants do require full-time study, and some aid programs require registration for at least six hours of courses for disbursement, students who are planning to enroll for fewer than twelve hours and who are unsure of the requirements are advised to seek clarification from the Office of Scholarships and Financial Aid.

Important links:

- The Office of Scholarships and Financial Aid (<http://www.finaid.gatech.edu>)
- The Office of the Bursar | Policy on Returned Checks (<http://www.bursar.gatech.edu/content/returned-check-policy>)

## Returned Checks

If a check is returned from the bank (e.g., for insufficient funds, stop payment), the student is required to redeem the returned check with cash or a cashier's check in the Office of the Bursar. A returned check fee will be added to the amount of the check. Returned checks remaining unredeemed after a reasonable period of time may be forwarded to a collection agency. Students who have three checks returned against their Georgia Tech accounts will be denied future check-writing privileges.

If the student intends to withdraw from Georgia Tech, it remains the student's responsibility to formally withdraw by following the Procedures for Withdrawal and Dropping Courses (<http://www.registrar.gatech.edu/students/withdrawal.php>) on the Office of the Registrar's website.

Important links:

- The Office of the Registrar | Procedures for Withdrawal and Dropping Courses (<http://www.registrar.gatech.edu/students/withdrawal.php>)
- The Office of the Bursar | Policy on Returned Checks (<http://www.bursar.gatech.edu/content/returned-check-policy>)