

PAYMENT

Fee Payment

All fees are payable by the deadline published on the official Academic Calendar and the Bursar's Office 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 they were not informed of it by an advisor or other authority. Students who owe the Institute money and have been placed on "hold" for failure to pay may have their account forwarded to a professional collection agency.

Payment may be made by check payable in U.S. currency and drawn on a financial institution located in the U.S. (checking account number encoded on the check and made payable to Georgia Institute of Technology) or cashier's check. Payments may also be made online by electronic check (WebCheck) or credit card. Credit card payments may only be made via the Student Information System and are processed by a third party vendor which charges a 2.85 percent fee for this service. A fee is not charged for WebCheck transactions. Credit card payments cannot be made by mail, phone, fax, or in person.

Choosing a Payment Option

Online By Credit Card or WebCheck

The Bursar's Office accepts WebChecks and credit card payments online. To make a payment for an account, go to Buzzport and select the PayNow—Bursar icon on the Home or Student tab.

By Mail

Checks or money orders should be made payable to Georgia Institute of Technology. The student's identification number must be clearly notated on checks or money orders. Payments must be received (not postmarked) by 4:00 p.m., Eastern Time, on the payment 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

In Person

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 payment deadline. Checks should be payable to Georgia Institute of Technology. Notate the student's identification number on the memo line.

Fee Payment Using Financial Aid

Financial aid, including scholarships and fellowships, and tuition waivers are disbursed to the student's account and applied to any outstanding balances. Financial aid is initially estimated before it is disbursed. The Balance Due for a student is reduced by this estimated amount. Disbursements begin approximately one week prior to the payment deadline. It is the student's responsibility to ensure all funds are properly credited by the payment deadline date by reviewing their online invoice. If funds are not disbursed or credited by the payment deadline, a student may be eligible to request a payment deferment from the Office of Scholarships and Financial Aid. Deferments must be requested and may

be granted for the lesser of the financial aid award or the amount due to the Institute.

Disbursement of Financial Aid Refunds

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

Returned Check Payments

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

If a student intends to withdraw from Georgia Tech, it is the student's responsibility to formally withdraw by following the Procedures for Withdrawal and Dropping Courses on the Registrar's Office website.

Important links:

- Registrar's Office | Procedures for Withdrawal and Dropping Courses
- Bursar's Office | Policy on Returned Checks