New for Fall 2017!!
PAYMENT CONFIRMATION (PC) Guidelines

- Starting JULY 5th all charges will be posted to STUDENT ACCOUNTS. I.e. (tuition, fees, housing and meal plans)
- ALL NEW AND RETURNING STUDENTS MUST COMPLETE the PAYMENT CONFIRMATION (PC) PROCESS. This is the last step in the registration process and serves as the required financial responsibility statement for all enrolled students. Completing the PC is mandatory and prevents courses/enrollment from being dropped.
- Log into "My UMES" and select "HawkWeb" from the LaunchPad (located in top left of screen). Scroll down to "Finances" and you will see a yellow button. "PUSH THE YELLOW BUTTON " to complete the payment confirmation process.

Payment Plan Guidelines
In the past, timely payment plan payment due dates may not have been strictly enforced and no penalty was assessed for missing a scheduled payment plan payment. Beginning Fall 2017 UMES will offer three payment plans (5, 4, and 3). The first payment is due on the last day of the month enrolled and a payment is due the last day of each month thereafter. The last payment for all plans is due November 30. Payment Plan enrollment dates will be as follows:

<table>
<thead>
<tr>
<th>Enroll Date</th>
<th>Payment Plan</th>
<th>1st Payment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 - July 15</td>
<td>Five Payments</td>
<td>July 31</td>
</tr>
<tr>
<td>July 16 - Aug. 15</td>
<td>Four Payments</td>
<td>August 31</td>
</tr>
<tr>
<td>Aug. 16 - Sep. 6</td>
<td>Three Payments</td>
<td>Sep. 30</td>
</tr>
</tbody>
</table>

Provisions
The following "new" Pay plan provisions will be enacted beginning fall 2017:

1. A late payment fee of $25.00 will be assessed for all missed payment plan payments.
2. Pre-registration/Course selection will be blocked if payment plan payments are not current.
3. Accounts will be placed in pre-collections status.
EASY STEPS TO COMPLETE THE PAYMENT CONFIRMATION PROCESS

Please note all financial information (student account and financial aid) regarding your UMES account can be found under STUDENT CENTER/FINANCES.

STEP 1: Log into: My UMES Login

STEP 2: Click “HawkWeb Student Center”

STEP 3: You must confirm you are coming/returning to school for the term and how you plan to pay. Below “My Account” under “Term Confirmation”, click the yellow “confirm” and follow the instructions. Click detail account information to verify charges etc. Room, Board, Tuition and Fees are on the account.

MUST CONFIRM EVEN IF PAYING IN FULL.

FINANCES
My Finances

Detailed Account Information
Transfer to Hawk Card
View my 1098T
Display Confirmation
Service Indicators

Term Confirmation

2178 [Confirm]
(Please note term changes each session)

STEP 4: Read the message and proceed accordingly, click “I agree or ok” to continue.

STEP 5: View your Payment Confirmation Options

- If you have enough funds or zero balance Click “Confirm” to complete process
- If your financial is not enough or as much as anticipated click “Return to Service Center” Scroll down to the “Finances” section and click on to View my Financial Aid. There you can view a break down of your financial aid for each semester and the year.

STEP 6: If you want to view your account or transfer funds (if available) to your Hawkcard; under My Account click “Detailed Account Information or Transfer to Hawk Card”.

Financial Aid

View Financial Aid
Accept/Decline Awards
Report Other Financial Aid