Directions for **BMI STUDENT** Course Payment and Confirmation

**STEP IV: Pay Online for Your Course(s)**

*You are not officially registered until you have **PAID** and **CONFIRMED** your courses.*

If you register during the early registration period, you will not be allowed to complete this process until financial services opens it.

1. You have 3 payment options:
   a. Pay in full with a debit or credit card when you register (Option 1a)
   b. Pay in full by check (Option 1b)
   c. Set up the deferred payment plan. There is an additional $25 charge. (Option 1c)

**Option 1a: Pay in full with debit or credit card**

a. You should be on the “3. View results” page if you continued with the registration process to make your payment. Click on the Make a Payment button. (Figure P1, green arrow). If you are re-entering HawkWeb, go to student accounts main page and under finances, you will see Make a Payment. (Figure P12 below).

![Figure P1: View Results Page](image-url)

b. You should now be on the Student Payments page. This page partially summarizes your payments from earlier semesters (Figure P2).

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Have questions or problems? Stop what you’re doing and contact us, we are here to help! Call 410-727-4808 Ext 164, or email mhollerbach@umes.edu or jenorris@umes.edu
c. In the Term drop down menu (Figure P2, red arrow), select the correct term. If you do not see your semester listed it means UMES is not accepting payments yet for that term. You should attempt payment again a couple of weeks after early registration closes.

d. Enter the full amount from the balance below (Figure P2, purple arrow). If this is more than you think it should be, call our office to make sure you are not being charged incorrectly. **If you did not submit the correct Application for Admission for BMI Non-Degree Seeking Students, you will not be charged the correct amount for tuition!!!**

e. Click “Enter Credit Card Data” (Figure P2, green arrow).

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**Figure P2: Student Payments Dialog Box**
f. Enter credit card information and click “OK” (Figure P3, red arrow).

Once you pay by credit card, you must go to Step V in these directions to CONFIRM.

Option 1b: Pay in full with check

a. If you want to pay by check, you can call student accounts at 410-651-6092 or 6093,
b. Or you can send the check directly to:
   UMES Office of Student Accounts
   SDC Building, Suite 1160
   Princess Anne, MD  21853

   Make sure you include your student id number on the check and a copy of your course registration.

   Watch your UMES account to verify that they received your check and applied it to your registration. Once that has occurred, you must go to Step V to Confirm your course registration.

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Option 1c: Set up deferred payment plan

Once you register, if you are planning to use the deferred payment plan, follow the steps below.

a. Click on the drop down arrow and select “go to student center” and click on the double arrow next to it. (Figure P4, green arrow).

3. View results

View the following status report for enrollment confirmations and errors

Spring 2020 | Graduate | Univ of Maryland Eastern Shore

- ✔ Success: enrolled
- ✗ Error: unable to add class

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTED 607HYBRID</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔</td>
</tr>
</tbody>
</table>

Go to top

Figure P4: View Results
b. This will take you back to your home student center page. Under finances will be a yellow confirm button (Figure P5, red arrow). Click on this.

Figure P5: Confirm
c. You will receive a pop up box stating that you do not have sufficient funds to cover your amount due. Click ok. (Figure P6, purple arrow).

d. Click on “Apply for Payment Plan” (Figure P7, green arrow).
e. Click on “I Agree” (Figure P8, red arrow).

Payment Plan Agreement

*** Use browser print and landscape setting to print this page ***

In our continuing efforts to assist our students, University of Maryland Eastern Shore offers a monthly payment plan as an alternative to standard payment arrangements for the Fall and Spring semesters. The monthly payment plan enables families to pay college billed expenses in regular monthly payments without incurring interest charges. The cost is a $25.00 enrollment fee (per semester) to cover administrative expenses.

Three plans are available for the semester, the five, four, and three monthly payment plans. Enrollment will be done on the Payment Confirmation form (formerly bill worksheet) that is found on the PeopleSoft self serve web. Determine portion of the bill to budget, sign the confirmation form and return to the Student Accounts Office. The first payment is due by the due date stated on the bill. Payments are due by the 15th of each month, even if the University does not generate statement. The payment plan requires re-enrollment for each semester to be budgeted on the plan. The University does not offer an academic year payment plan.

Only charges billed by UMES may be budgeted (i.e., books, off campus expenses, etc. cannot be budgeted). The $25.00 enrollment fee will be charged to your account upon receipt of the signed Payment Confirmation form. Additionally, Winter and Summer sessions may not be budgeted through this plan.

When calculating budget needs, we realize the student may not be aware of all the financial aid available for the coming academic year. For this reason, the semester budget may be estimated for the purpose of enrolling in the monthly payment plan. The budgeted amount can be changed during the course of the plan, upward or downward, when more accurate information becomes available. Please contact the Student Accounts Office to update the budget. The University reserves the right to re-budget accounts as additional mandatory charges are incurred. (e.g., charges are added for meals, housing, etc. which were not originally budgeted.) There is no penalty for prepayment. Refunds or credits will be handled according to the standard University policies and procedures. Withdrawal from the University does not constitute withdrawal from the payment plan. Contact the Student Accounts Office to withdraw/adjust the plan accordingly.

The plan enrollment fee is non-refundable. Should a payment be returned for insufficient funds, the University will assess an additional $25.00 service charge. All payment plans must be paid in full by 15th of the last month of the semester. Failure to make monthly installment payments will result in a remaining balance on the account becoming due and payable in full. Should the account be remanded to the State of Maryland Central Collection Unit for collection, a fee of 17% or greater will be added to the principal balance. Please visit Collection Procedures on Past Due Accounts for additional information.

Figure P8: Agreement

f. Click “OK” (Figure P9, red arrow).

Please confirm your decision to accept the Payment Plan. (21173,46)

By pressing OK, a payment plan request will be generated and you will be registered for the semester.

Pressing Cancel will void your selection. You will not be registered.

Figure P9: Agreement

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g. Figure P10 shows your payment plan detail. It will give you the amount due, payment amount, and tell you when your first and last payment is due. Please note that there are 4 payments. In this example, the payments are due February 15th, March 15th, April 15th and May 15th. (UMES has been notified of the date error).

h. You should print this page as it is a receipt that can be used for tuition reimbursement at the end of the semester.

i. Click on Return.

![Payment Plan Detail](image)

Figure P10: Payment Plan Detail and Receipt
j. When you click return on Figure P10, you will get this page. This is showing that your registration, payment and confirmation is complete.

Figure P11: Final Confirmation
k. When your payment is due, go back into student center and under finances, is where you would go in to make your payment.

Figure P12: Student Center Main Page

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STEP V: Confirm Your Course and Payment Online

Remember, you are not fully enrolled in a course until you complete Step V. Even if your schedule says you are registered and your credit card company says money has been deducted, UNLESS YOU CONFIRM AS DIRECTED IN STEP V, you will be dropped from the course.

No matter what payment method you used, you need to confirm as your last step. If you log on and go back into your student center, you will get a pop up box stating that you need to confirm. Click ok and you will see this page (Figure C1).

a. Click on the yellow “Confirm” button.
b. You will receive a warning notice that you are enrolled less than full time. Just click ok.

c. Click through the process. You will see a “Payment Confirmation Receipt”. You should print and save the page. This is your proof of official enrollment and payment. You may also need it for tuition reimbursement at the end of the semester.
d. You will get a final confirmation (Figure C2).

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e. Close out HawkWeb and reopen it. If you have correctly completed everything, you will not have that yellow Confirm button on your student center page. If you do, something went wrong and you have to do it again.