

## Balance Information and Payment Options

### How to Review Your Pending Financial Aid in Pounce and Calculate Your Remaining Balance

Once you are logged into Pounce, Click “Student Account” from the main menu. On the Student Account window, your balance and estimated financial aid will be visible from the home screen. If the balance under Balance Including Estimated Aid is a negative amount (for example:  $-\$1,523.62$ ), this indicates that you have more aid/credits than charges. In this case, the balance is currently \$0. Any credit on your account will be refunded based on the refund schedule for the term.

Announcement

THE STUDENT ACCOUNT INTERFACE WILL BE OUT OF SERVICE 8-9 A.M. ON 4/21/20.

**Attention: Students with Balance Holds:**  
Payments made by check will be on hold after payment is made until the check clears our bank, up to 5 business days for online checks, up to 10 business days for in line paper checks.

Students who do not plan to attend any or all registered courses must drop the courses in POUNCE by the end of the published add/drop period and must notify the Registrar's Office. Students who fail to do so will be responsible for all tuition and fees associated with their registration.

**Important Summer 2020 Dates**  
March 9: Registration & Billing Open  
March 9: Nelnet Payment Plans Open

Student Account ID: xxxxx8574

Balance	\$1,243.38
Estimated Financial Aid	\$2,767.00
Balance Including Estimated Aid	-\$1,523.62

View Activity Make Payment

Statements

Your latest 1098-T Tax statement  
2019 1098-T Statement

View Statements

My Profile

- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds
- Auto Bill Pay

### Online Payment Options

*E-Check from Checking or Savings Account:* Augusta University offers the ability to make an electronic payment in the Pounce Student Account Center directly from your savings or checking account. This is a fast, **free** and convenient way to make payment from your bank account as opposed to using your debit card which carries a convenience fee. Please do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. To make payment using your checking or savings account you will need the following pieces of information:

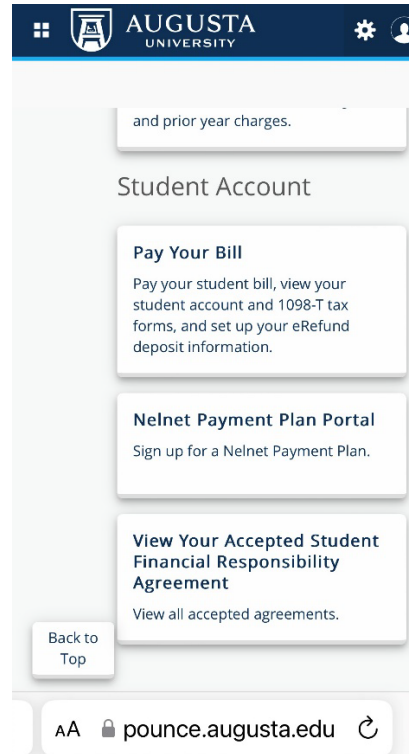
- Account number
  - Your account number is found on the bottom of the check and can vary in length. If you do not have checks you will need to verify your account number with your financial institution. Please keep in mind this is not the same as your debit card number. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check. See example below.
- Routing Number
  - You will need your financial institution's ACH routing number. If you have paper checks the routing number is found on the bottom of the check, usually to the left of the account number. If you do not have access to a paper check or you are paying from a savings account, ask your bank for its 9-digit routing number. See example below.



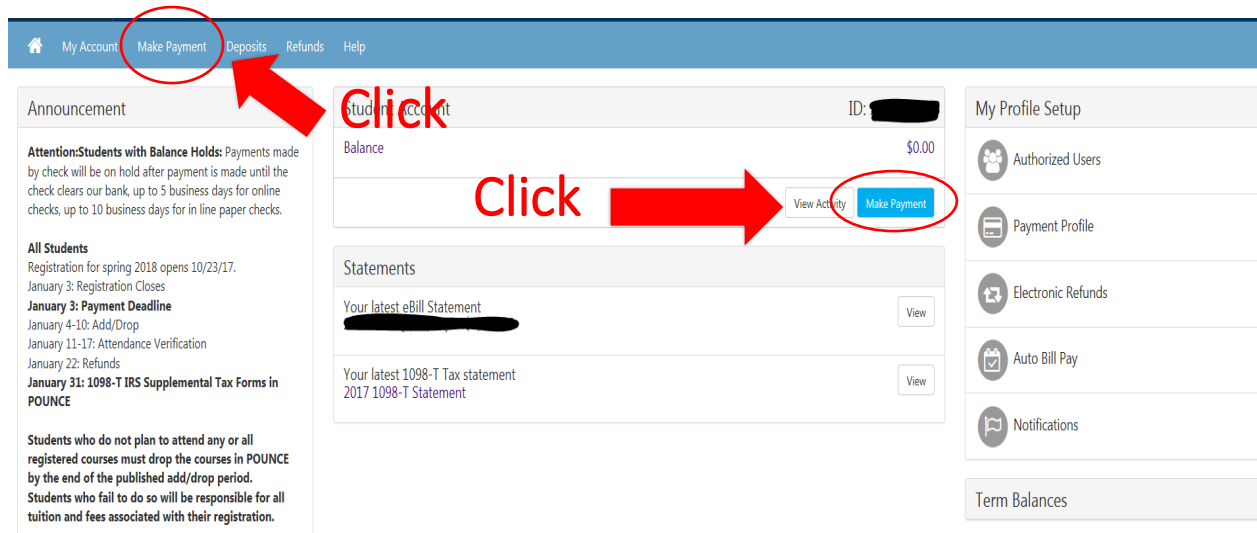
**CARD Payments (Credit/Debit):** Augusta University uses an outside vendor to process all debit and major credit cards (American Express, Discover, MasterCard and Visa). If you chose to make payment via credit/debit card you will be assessed a nonrefundable per transaction convenience fee of 3.00% for domestic cards and 4.25% for international cards. (or \$3 minimum).

### **To Make an Electronic WebCheck or Card Payment in the Pounce Student Account Center:**

To log in to POUNCE, go to POUNCE.augusta.edu. Once logged in you will view this main menu. To access the student account, click on the Pay Your Bill under “Student Account” and the portal will load for you on a separate page.



Click make payment at the top or in the middle of the page - either will take you to the next page.



Please follow the prompts on the next page to make your electronic webcheck or card payment. Select current account balance, amount due, future amount due or pay by term. Make sure the amount that you are trying to pay is populated in the amount field. Click Continue once you have confirmed the amount that you would like to pay.

## Account Payment

Amount
 Method
 Confirmation
 Receipt

Payment Date:

**Select Payment Option**

**Current Account Balance**  
\$0.00

**Amount Due**  
\$0.00

**Future Amount Due**  
\$0.00

**Personal Note**  
Enter a brief payment note

Payment Total \$0.00

[Continue](#)

On the Account Payment screen, select the method by which you are paying—electronic webcheck or credit card via PayPath. Click Continue.

## Account Payment

Amount
 Method
 Confirmation
 Receipt

Amount \$1.00

Method

[Back](#) [Cancel](#) [Continue](#)

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

*If you select the credit card (debit card/credit card) via PayPath option, the next screen will look like the screen below. Click Continue to PayPath to make your payment.*

## Account Payment

Amount
 Method
 Confirmation
 Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

**Payment Information**

Term	Account	Amount
Summer 2020	Student Payments	\$1.00

Payment Amount \$1.00  
[Change Amount](#)

Payment Date

**Paid To**

Augusta University  
Payne Hall Business Office  
2500 Walton Way  
Augusta, GA 30904

**Confirmation Email**

Primary

**Selected Payment Method**

TOUCHNET PAYPATH

[Change Payment Method](#)

By selecting the Submit Payment button, you are agreeing to the [Augusta University Payments Policy](#).

[Back](#) [Cancel](#) [Continue to PayPath](#)

If you select the electronic check option, the next screen will look like the screen below. Fill in your account information and click Continue to make your payment.

**Account Payment**

Amount: \$1.00  
Method: Electronic Check (checking/savings)

**Account Information**  
\* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Name on account:   
\*Account type:   
\*Routing number: (Example)   
\*Bank account number:   
\*Confirm account number:

**Option to Save**  
 Save this payment method for future use  
Save payment method as:   
 Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

**Refund Options**  
Only one account can be designated to receive refunds.  
 Check here if you would like refunds to be deposited into this account.

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

Please make sure that you confirm your payment on the next screen.

### Mail in Payment

Payments by mail can be made with personal checks, cashier's checks or money order. Checks should be made payable to "Augusta University" and drawn on a U.S. financial institution. Include your full name as well as your Augusta University Student ID number with your payment. Payments can be mailed to the following address:

Augusta University  
Attn: Business Office, Payne Hall  
1120 15<sup>th</sup> Street  
Augusta, GA 30912

### In-Person Payments

Payments can be made in person with cash (U.S. Currency only), check, cashier's check or money order in the Business Office, 2500 Walton Way, Payne Hall, Augusta, GA 30904. Please note that we do not accept in-person credit/debit card payments. Checks should be made payable to "Augusta University" and drawn on a U. S. financial institution.

### 529 College Savings Plan

529 college savings plan participants who order a withdrawal of funds to be sent directly to the school should provide instructions for checks to be made payable to "Augusta University" and mailed directly to the Business Office (address below). Checks made payable to the school should **not** exceed the amount due on your student account balance for the **term** in which is being paid. Overpayments for the term are not allowed. Please ask the plan provider to note student's full name and Augusta University Student ID number on the check. Allow 14-21 days from the date you have requested check for the payment to post to your student account. Checks should be mailed to the following address:

Augusta University  
Attn: Business Office, Payne Hall  
1120 15<sup>th</sup> Street  
Augusta, GA 30912

Please contact your 529 plan provider if you have additional questions regarding your plan.

### **Sponsored Billing (Third Party Payments)**

Some employers and agencies assist students with their educational costs. With the proper documentation (see billing authorization requirements below) Augusta University will bill an outside organization (sponsor) for a student's tuition, fees, room and board, or other charges on the student account system. In order for Augusta University to set up the billing with a third party please do the following:

- Contact us a minimum of three weeks before the semester begins to let us know you are a sponsored student. **A billing authorization from your sponsor should be received at least two weeks prior to the payment deadline.** If we do not have your authorization on file by the deadline, we cannot guarantee that your classes will not be dropped for non-payment.
- Pay any charges not covered by your sponsor by the payment deadline to avoid schedule cancellation.

#### Billing Authorization Requirements:

We must have a billing authorization from your sponsor on file. An authorization letter or voucher on your sponsor's letterhead, including the original signature of an official authorized to obligate payment by the company/organization.

Augusta University requires authorization from your sponsor in order to establish a billing contract to bill your sponsor directly for payment of your student account charges. This billing authorization must:

1. Be written in English under the sponsor's official letterhead.
2. Contain no restrictions or contingencies (for example, if the sponsor requires grades or transcripts prior to payment, the transaction does not qualify as Sponsored Billing so the student is responsible for payment by the billing due date then must seek reimbursement from the sponsor);
3. The authorization letter or voucher must itemize the specific types of fees and charges that the sponsor will be responsible for like tuition, housing, meal plan, mandatory fees, health insurance, course and lab fees, etc.
4. Stipulate the exact begin and end dates of the period for which the sponsor will pay the student's charges (note: if the sponsor wishes to continue payment after the end date, the sponsor must submit a new Authorization). **The voucher will only be valid for one academic year.** Your sponsor must submit a voucher each academic year in order to continue the authorization process.
5. Indicate the student's full name and student ID number.
6. Indicate the name, billing address and telephone number and email address of the contact person at the company/organization that is responsible for payment.

Upon receipt of a valid billing authorization, you will need to accept the Student Third Party Billing agreement in POUNCE. Once this is completed, the Business Office will apply a conditional credit to the sponsored student's account, then bill the sponsor after the drop and add period. Students whose sponsor has not authorized full payment of all tuition and fees are responsible for paying all remaining charges by the payment deadline.

Students whose sponsor fails to pay the authorized charges within 60 days from when they are billed will have their conditional credit reversed and be billed for the unpaid charges. A financial hold may be placed on the student's account until the balance is paid in full. Students are encouraged to remain in contact with their sponsor until the terms of the billing authorization have been met.

Billing Authorizations should be mailed to the following address:

Augusta University  
Attn: Business Office, Payne Hall  
1120 15<sup>th</sup> Street  
Augusta, GA 30912

Emailed to: [business\\_office@augusta.edu](mailto:business_office@augusta.edu) or sent via fax to 706-667-4643.