

UCF Payment Plan

The UCF payment plan is a 2-payment design in which the student pays \$15 upfront to be allowed to pay only 50% of the total tuition bill by the regular payment deadline, therefore avoiding the \$100 late payment fee, and being dropped for non-payment. The student is then responsible for paying the remaining 50% by the Payment Plan deadline on your Fee Invoice.

Students will sign into their **myUCF** account and click on the “Payment Plan” link to sign up. The payment plan will be available to sign up for at the end of Add Deadline on the [Academic Calendar](#).

Students receiving financial aid, Florida Prepaid, waivers, or third party payments already have an extended deadline and will not be eligible for the UCF payment plan.

Students will still be able to sign up for the payment plan after the payment deadline, but before the drop for non-payment occurs. However, students signing up during this time will still be required to pay the \$100 late payment fee that they have incurred for not paying in full on time. Students signing up at this time and paying the required payment will not be dropped for non-payment.

Students will not be automatically enrolled in the payment plan.

All students making a partial payment will need to sign up for the payment plan to avoid being dropped for non-payment from their courses.

Students cannot cancel enrollment in the payment plan after they have signed up; therefore, the \$15 enrollment fee is non-refundable.

UCF Payment Plan Terms & Conditions

By enrolling in a UCF Payment Plan, I agree to the following terms and conditions:

Student Responsibility

1. I must enroll in a payment plan by the payment deadline at the end of the 2nd week of classes to avoid late payment charges.
2. It is my responsibility to verify my class schedule and student account for accuracy on **myUCF**.
3. I acknowledge that this payment plan agreement obligates me to pay tuition and fees. This payment plan does **NOT** cover housing, bookstore charges, short-term loans, or other miscellaneous charges that may be posted on the student account. I further understand and agree that my account may be referred to a collection agency (with additional fees and possible credit bureau reporting) if I fail to make a timely payment, I will be responsible for all collection fees incurred by the University in collecting my

delinquent account. I understand that I am bound by these policies for the duration of my enrollment at UCF and until all final charges are paid in full.

4. I am responsible to pay tuition in full even if I do not attend classes. The last day to drop with a 100% tuition refund is listed in the UCF Academic Calendar.

Plan Set-Up

1. To enroll in the payment plan, I must enroll on **myUCF** with the first payment and payment plan fee. Enrollment is only available electronically.
2. Signing up for a payment plan is my responsibility. (Any guest access is at the authorization of the student for convenience but responsibility for the plan still lies with the student.)
3. I must enroll in a payment plan by the payment deadline at the end of the 2nd week of classes to avoid late payment charges.
4. I understand that if I add a course after the Add Deadline on the UCF Academic Calendar, that this course may not be included in the payment plan.
5. I am required to re-enroll each semester to participate in the payment plan.
6. University of Central Florida will assess a **NON-REFUNDABLE** payment plan fee at published rates at the time the plan is established. The current rate is \$15.

Payments

1. Payments may be made online with MasterCard, Discover, or American Express with a 2% convenience fee. Electronic checks drawn on checking accounts are available at no charge.
2. If I pay with a check through the mail or via drop box, I will still have to log onto **myUCF** to enroll in the payment plan. Simply paying 50% does not enroll me in the plan.
3. UCF does not offer auto-charge at this time. For future payments, you must pay online through **myUCF** or via paper check.
4. I am responsible for paying my second installment on time even if I do not receive a reminder notice. Failure to pay the second installment on time may result in a \$100.00 late fee.
5. Checks returned for non-payment may result in a \$25 service charge and a \$100.00 late fee.

Tuition Payment Plan Frequently Asked Questions

What is the Tuition Payment Plan?

The Tuition Payment Plan is a two-month, interest free payment program offered through Student Account Services. The plan allows eligible students to spread their payments over two installments rather than a lump sum payment. To enroll, students will be required to make a payment of 50% of the balance due plus the enrollment fee of \$15. The due date will be extended beyond the regular payment deadline date for the term. The final payment is due by the due date specified on the fee invoice for the term.

Who is eligible for the plan?

Students not receiving a deferral or payment through Financial Aid, Florida Prepaid, departmental payment, tuition waivers, or a third party source, which is being billed through UCF.

When can I enroll for the plan?

Tuition Payment Plan enrollment begins at the end of the Add Deadline date, which is specified on the [Academic Calendar](#) for eligible students.

How do I enroll in the plan?

Enrollment must be completed online. Log into your **myUCF** account, click on the “Student Self-Service” link. Within the “Finances” section, click on “Tuition Payment Plan” link. A new enrollment is required for each semester.

Is there a cost to enroll in the plan?

There is a \$15 enrollment fee per semester, which is due at the time of enrollment. The enrollment fee is non-refundable.

What charges can be included?

The Tuition Payment Plan covers tuition and other course related fees. All other non-tuition related charges, such as housing, books and meals are not a part of the tuition payment plan.

When are payments due?

The first payment of 50% of the balance is due upon enrollment in the payment plan. ***To avoid the \$100 late payment fee, you must enroll by the payment deadline date of the term.*** The second payment is due by the due date specified on the fee invoice for the term.

What happens if I receive financial aid after enrolling in this plan?

If the “Estimated Financial Aid Deferment” amount is **sufficient** to cover the remaining balance, you are not required to submit the second payment. Once your financial aid is disbursed, it will be applied to your tuition and fees automatically. Review your account periodically to confirm receipt of payment.

If the “Estimated Financial Aid Deferment” amount is **not sufficient** to cover the remaining balance, your account balance will be reduced by the amount of the financial aid award. The final payment is due by the due date specified on the fee invoice for the term.

What if I make a late payment?

Students who default on the payment plan will be charged a late payment fee of \$100. A hold will be placed on the account. Holds may prevent students from requesting transcripts and enrollment.

All requirements of an active payment plan must be satisfied before you will be authorized to enroll in a new payment plan.