



UCEAP Payment Instructions 2012-13

Payments

There are two payments for all **summer, fall, or spring** programs and three payments for all **year** programs. The deadlines for the payments can be found on your Payment Voucher, located on the second page of your UCEAP Student Budget located on the Money Matters tab of your program page on the [UCEAP website](#). Pay attention to the deadlines for the payments and share the information with the person who will be paying your UCEAP fees. You can log on to [MyEAP](#) to view your balance due at any time after the fees have been posted. You can grant access to your [MyEAP](#) Financial Account for your Parent or any Third Party—go to [MyEAP](#) and click on the Third Party Authorizations link located in the Financial Information section on the blue bar on the left hand side. Inform them that an e-mail will be sent to the Third Party allowing them to create a user ID and password so that they can view your account and make payments on your behalf.

You will be notified by e-mail 30 days prior to the due date of the final payment. Failure to receive a reminder billing e-mail from UCEAP's Finance Unit does not relieve students of the responsibility to pay UCEAP Program costs on time. UCEAP's Systemwide Office uses the e-mail address you provide in the "Contact Info" section of [MyEAP](#), so be sure to either provide an e-mail address you will check often or have your UC e-mail forwarded to an alternate address you plan to check often. If you assign a Parent or Third Party access to your [MyEAP](#) account, they will receive payment reminder notification as well. It is your responsibility as the Student to ensure that payments are made according to the UCEAP payment deadlines, which you can find on the UCEAP Student Budgets and Payment Vouchers located on the Money Matters tab of your program page on the [UCEAP website](#).

First Payment

- The amount is **\$950.00** and is due to the UCEAP Systemwide Office by your pre-departure withdrawal deadline. See your program-specific Payment Voucher for the exact date.
- All students are responsible for this payment **except**: if you are a **financial aid student** (those expecting any grants, scholarships, and/or loans) the first payment is **deferred**.

Second Payment

All students must submit this payment—even financial aid students (see note below).

- If you are attending a **summer, fall, or spring** program, this will be your **final** payment. Submit it to the UCEAP Systemwide Office before your program start date. This payment will vary by program, so log into [MyEAP](#) to see your account balance. You must pay the total balance due by the date indicated in the Payment Voucher.
- If you are attending a **year** program, this will be your **second** payment. Submit it to the UCEAP Systemwide Office before your program start date. There is a set amount and due date for this payment as indicated in the Payment Voucher. You will also have a final payment. Please see the final Payment Voucher for details.
- **Financial Aid Students:** If the amount of your financial aid covers your fees, you do not need to send in this payment. Log into [MyEAP](#) to see your account balance. If your aid has not been applied to your [MyEAP](#) account by the due date, contact your [UC campus Financial Aid Office](#) immediately.

Final Payment (year students only)

- If you are attending a **year** program, the final payment amount due is the balance on your [MyEAP](#) account. Since this amount varies by program and student, you will need to log into [MyEAP](#) to see your account balance. You must pay the total balance due by the payment due date indicated on the Payment Vouchers located on the Money Matters tab of your program page on the [UCEAP website](#).
- If you are **extending** from a fall program into a year program or spring to off-cycle year, the extension portion of your fees will be posted to your extension account after you are approved to extend and will be due in full by December 1 (on-cycle)/ August 1 (off-cycle).
- For Financial Aid students: If your aid has not been applied to your [MyEAP](#) account by the due date, contact your [UC campus Financial Aid Office](#) immediately.

Payment Instructions

Option 1: Pay through [MyEAP](#) with e-check, MasterCard, American Express, or Discover credit cards (we do not accept Visa or bank wire). To pay online, log onto your [MyEAP](#) account, select Financial Info, then the Pay Online button, and follow the instructions to submit your payment. If you are paying via e-check, confirm with your bank that the routing number on your paper check is the one you can use for e-check transactions. For credit card payments, a transaction fee will be assessed.

Option 2: Mail a personal check, cashier's check or money order. Do not send cash. Checks and money orders must be in U.S. dollars drawn from a U.S. bank. Make payable to **UC Regents** and write your UC Campus ID number on your remittance. It's not necessary to mail in the Payment Voucher as long as you include your UC Campus ID number on the check. Mail payments to:

Systemwide Office, Education Abroad Program
Attention: Payments
6950 Hollister Avenue, Suite 200
Goleta, California 93117-5823

Financial Questions?

For account and payment questions, contact the UOEAP Finance Department at stufinance@eap.ucop.edu.
For questions regarding financial aid awards, contact your UCEAP financial aid officer at your [UC campus Financial Aid Office](#).