



How to make a Payment to UCEAP 2018-19

Payment Instructions

Option 1: Pay through [MyEAP](#) with e-check, Visa, MasterCard, American Express, or Discover credit cards. We do not accept payment over the phone or by bank wire.

To pay online, log onto your [MyEAP](#) account (if you have Third Party Access log onto your [MyEAP Third Party portal](#) account), select Financial Info, then the Pay Online button, and follow the instructions to submit your payment.

Paying via e-check: There is no charge for e-check transactions. These transactions must be initiated in MyEAP.

Confirm the following with your bank or investment firm:

- Your account can be used for e-check transactions
- The routing number to be used for e-check transactions.
- Your payment authorization may initially be accepted. However, it could be returned by your bank because of non-sufficient funds in your account (NSF), because you have provided incorrect routing or bank account numbers, or if the account is not ACH equipped.

Paying via Credit Cards: In addition to the payment amount, a transaction fee of approximately 3% (actual % is noted on the payment screen) will be assessed.

If your payment is returned by the bank for any reason, your MyEAP student account will be assessed a Non-Sufficient Funds/Returned Item fee, as noted in [Additional Fees and Penalties](#).

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:

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

If your payment is returned by the bank for any reason, your MyEAP student account will be assessed a Non-Sufficient Funds/Returned Item fee, as noted in [Additional Fees and Penalties](#).

Payment Due Dates and Amount Due

The deadlines for the payments can be found on your Payment Schedule, located on the second page of your UCEAP Program Budget, which is on the Money Matters tab of your [Program page](#). For more information about Payments please read the [UC Guide to Study Abroad](#) Money Matter section: Making a Payment

Payment for Overdue Blocked Account

If you are making a payment for an overdue UCEAP account and have a block on campus due to this, please note there is a waiting period before UCEAP will contact your campus to release the hold.

- If a payment is received by a **cashier's check or money order**, we will notify your campus to release your UCEAP hold within **1 business day** from the date the payment is applied to your MyEAP account.

- If a payment is received by **eCheck**, we will notify your campus to release your UCEAP hold within **7 business days** from the date the payment is applied to your MyEAP account.
- If a payment is received by **personal check**, we will notify your campus to release your UCEAP hold within **10 business days** from the date the payment is applied to your MyEAP account.
- If a payment is received by **credit card**, we will notify your campus to release your UCEAP hold within **10 business days** from the date the payment is applied to your MyEAP account.
 - NOTE: students with overdue balance from a previous academic year will not be able to submit a payment with a credit card. You will need to submit the payment as cashier's check or money order (preferred), personal check, or eCheck.

Financial Questions?

For account and payment questions, contact the UCEAP Finance Department at studentfinance@eap.ucop.edu.

For questions regarding financial aid awards, contact your UCEAP financial aid officer at your [UC campus Financial Aid Office](#).