Welcome to UNCG!

CASHIERS AND STUDENT ACCOUNTS

Who Are We?
We are the Cashiers and Student Accounts Office. You will work with us each semester to settle your student account balance. Once your balance is settled in full, your registration will be confirmed, and you are set to attend classes!

Our regular business hours are Monday through Friday from 8:00am to 5:00pm. Visit us online at spartancentral.uncg.edu to view updated tuition and fee schedules; payment options, instructions, and deadlines; 1098-T tax information; and so much more!

Pay Your Bill

How?

- Pay in full
  - Pay online with a card or electronic check. There’s a 2.85% service fee if you use a card but no fee if you use a checking account.
  - Pay a cashier in the office with cash, check, and money order. If the office is closed, please use the secured payment dropbox located outside our office.
  - Mail a check or money order. Make it payable to UNCG, include your 9-digit student ID number, and make certain we receive it no later than **July 29**.

- Pay in monthly installments
  - Login to your Student Account Center via UNCGenie to set up a payment plan for the **Fall 2021** semester. The deadline to set up a plan is **July 16** for 5 payments and **July 29** for 4 payments.

Where?

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on Student Account Center.
- Click on Make Payment.

Important Statement Regarding Your Amount Due
Monitor your student account balance online through the Student Account Center. This site will reflect your most up-to-date charges, pending financial aid credits, and posted payments.

Check Your Registration Confirmation
Login to the secure area of UNCGenie using your User ID and PIN, click on the Student tab, and click on Payment Confirmation to see if your registration is confirmed. If not, please settle your balance by the **July 29** payment deadline.

Important Notes

**Being charged for the university’s health insurance plan? Have your own coverage and don’t need it?**
Go to studentbluenc.com/uncg to complete the online waiver. The deadline to submit this waiver is **September 10**. Contact Student Health at 336-334-5759 if you have any questions.

**Expecting financial aid?**
Contact the Financial Aid Office at finaid@uncg.edu or 336-334-5702. If you are receiving federal funds, make certain you complete the Title IV Authorization Form online through UNCGenie.

**Expecting payment from a third-party billing vendor?**
Submit an appropriate billing authorization to the Cashiers Office by **July 29**.

**Expecting a 529 savings plan to pay your balance?**
Work with your provider to ensure the payment is received by the Cashiers Office by **July 29**.

**Be prepared for tax season!**
Submit your completed W-9S form to the Cashiers Office. This form is available both in the office and online at spartancentral.uncg.edu/tuition-billing-payments/tax-information.
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HELPFUL INSTRUCTIONS

Set Up Direct Deposit for Student Refunds

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on Student Account Center.
- Click on Electronic Refunds.
- Click on Set Up Account.
- Select the account type and enter the routing number and account number. Enter the billing information and click Continue to complete the process.

Complete the Online Student Health Insurance Waiver

- Go to studentbluenc.com/uncg.
- Click on Waive located near the top of the webpage.
- Click on Request a Waiver.
- If you have already set up an account, enter your User Name and Password and click on Login. Otherwise, click on New Users, Request Waiver, and enter the required information.
- On the Dashboard screen, select Enrollment & Waivers and continue through the process to complete the online waiver.

Complete the Online Title IV Authorization Form for Federal Financial Aid

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on Student Services and Financial Aid.
- Click on Financial Aid Title IV Authorization.
- Respond to Sections A and B and click Submit.

View/Print Your 1098-T Tax Information Form

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on Student Services and Financial Aid.
- Click on Student Records.
- Click on Tax Notification.
- Enter the Tax Year and click Submit.

Set Up Authorized Users

- Login to the secure area of UNCGenie using your User ID and PIN.
- Click on Student Account Center.
- Click on Authorized Users.
- Click on Add Authorized User.
- Enter the user’s email address, respond to the three questions, and click Continue.
- Agree to the terms and click Continue to complete the process.

Cashiers and Student Accounts Office
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