# UCEAP Portal Payment Instructions

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# GETTING STARTED

1. Log in to your UCEAP Portal
2. Find the application to which you want to make payments



**FREE UNIVERSITY BERLIN**

**YEAR 2020-2021**

**SUBMITTED:** March 18, 2020, 05:42:14 PM PDT

Print Application

Visit this program's overview

Your application has been nominated by your campus.
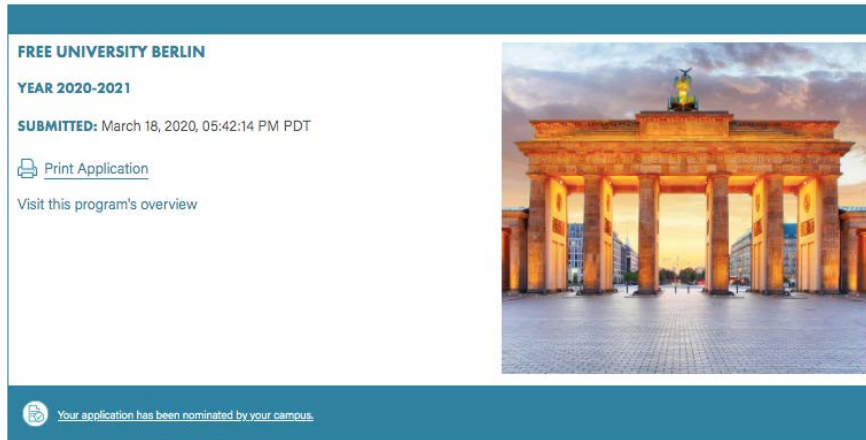
3. Navigate to the Finances > Fees and Payments page



PROGRAM OF PARTICIPATION

Free University Berlin

Application

∨ Finances

  Estimated Budget

  Fees and Payments

> Predeparture

> Summer Term

> Fall Term

> Spring Term

**FREE UNIVERSITY BERLIN**

**YEAR 2020-2021**

**SUBMITTED:** March 18, 2020, 05:42:14 PM PDT

Print Application

Visit this program's overview

APPLICATION INSTRUCTIONS AND REQUIREMENTS

# MAKE A PAYMENT

1. Scroll down to the bottom of the Fees and Payments page

**PROGRAM OF PARTICIPATION**
Free University Berlin

Application

∨ Finances

    Estimated Budget

    **Fees and Payments**

❯ Predeparture

❯ Summer Term

❯ Fall Term

❯ Spring Term

# FEES AND PAYMENTS

Actual Tuition, Fees, and Charges subject to change by the regents of the University of California and could be affected by increases or reductions in State funding, or other developments.

**Fees and Payments**                                                                 ∨

**Campus Fees**                                                                              ∨

| Category | Account | Amount | Status |
|---|---|---|---|
| Campus Fees | UCLA Campus Fees | $334.93 | Applied |
| **Subtotal** | | **$334.93** | |

**UCEAP Fees**                                                                               ∨

| Category | Account | Amount | Status |
|---|---|---|---|
| UCEAP Fees | Program Specific Fee | $1,200.00 | Applied |
| UCEAP Fees | UCEAP Mandatory Travel Insurance | $759.36 | Applied |

2. Select Make a Payment – you will be taken to Cashnet, our third-party payment portal. *The Make a Payment button only displays if you have a balance greater than $0.00.*

**Total**                                                                                         ∨

**Subtotals**
Charges: $65,272.29
Payments: $1.10

**Balance**
$65,271.19

**PAYMENT SCHEDULE**

Late fee will be waived if/when financial aid is received.

**FIRST PAYMENT**

| Due Date | Balance Due |
|---|---|
| May 1, 2020 | 950.00 |

**Disclaimer**

If a payment is posted after the due date, you will be charged a $50.00 late fee.

**SECOND PAYMENT**

| Due Date | Balance Due |
|---|---|
| August 1, 2020 | 50% of balance |

**THIRD PAYMENT**

| Due Date | Balance Due |
|---|---|
| December 1, 2020 | Remaining Balance |

**MAKE A PAYMENT**

3. You will then be taken to the 'Overview' tab, here you will see all the balances you have with UCEAP.

3

4. Navigate to the 'Make a Payment' tab, you will be able to see all the balances for each application and select which balance you would like to pay.



5. You will see all applications to which you must make a payment

6. In the 'Make a Payment' tab, to select an application in which to make payments, input the amount you wish to pay in the text-field of the application. In the case of two applications, if you wish to make one payment, you must change the amount to '$0'. To pay the full balance of an application, click the 'Balance' button below the application.

**Pay amount**
● ● ●

1 item **$500** | Remaining due $12,364.06

How much would you like to pay?

**Balance (Leiden University College - Year - 2020-2021)**

**Amount**

$500.00 ⊗

Maximum $1,234.56

Balance $1,234.56

**Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)**

**Amount**

$0.00

Maximum $11,629.50

Balance $11,629.50

* Indicates required field

7. Select Continue after confirming the amounts you wish to pay.



Cancel          Continue

# SUBMIT PAYMENT

1. After confirming the amounts you wish to pay for your selected application(s), you will then be taken to a page where you can select your payment method.

2. Choose the payment method of either Credit Card or Electronic Check

3. Enter your information
    a. credit card Select Continue



    b. bank information Select Continue

Please enter your bank account information and click on the 'Continue Checkout' button.

**\* Account holder name**

⚠ Account holder name required

**\* Account type**

○ Checking
○ Savings

**\* Routing transit number** ⓘ

⚠ Enter a valid 9-digit routing transit number

**\* Bank account number** ⓘ
**\* Confirm bank account number**

⚠ Enter a valid 4 to 17-character bank account number

☐ **Save bank account for future use**

🔒 *Secure encrypted payment*

| Cancel | Continue |

4. Review the information you entered for accuracy

## Make a Payment

⟨ Payment method
**Review**
● ● 🔵

### Last step! Let's make sure we have your correct information.

**\* Email address**

beaston@uceap.work

**Summary** Change

| Balance (Leiden University College - Year - 2020-2021) | |
|---|---|
| Amount | $500.00 |
| **Service charge** | $13.75 |
| **Total** | **$513.75** |

**Payment details** Change

| Card number | ███████████ | MasterCard |
|---|---|---|
| **Expiration date** | ████ | |
| **Zip/Postal code** | ████ | |

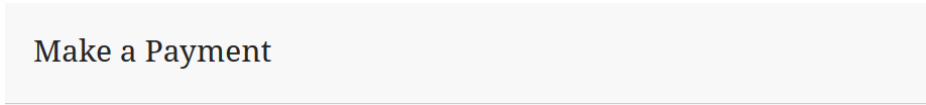This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

🔒 *Secure encrypted payment*

| Cancel | Pay $513.75 |

5. Select Pay

| Cancel | Pay $513.75 |

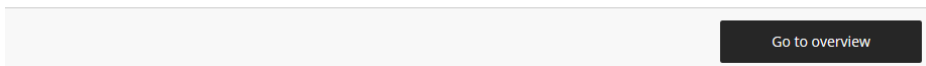6. You will receive a confirmation screen as well as a confirmation email

### Make a Payment

$513.75

**Thank you for your payment**

You have a remaining balance of **$12,364.06**

The payment receipt #1033 was sent to:
**beaston@uceap.work**

Go to overview

# EDIT PAYMENT

1. If you want to edit the amount you originally added to your shopping cart, select Edit Item

## Make a Payment

**Review**
● ● ●

### Last step! Let's make sure we have your correct information.

**\* Email address**

beaston@uceap.work

**Summary**                                                    Change

| Balance (Leiden University College - Year - 2020-2021) | |
|---|---|
| Amount | $500.00 |
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| **Total** | **$513.75** |

**Payment details**                                           Change

| Card number | ████████████ | MasterCard |
|---|---|---|
| **Expiration date** | ████ | |
| **Zip/Postal code** | ████ | |

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

🔒 *Secure encrypted payment*          Cancel          Pay $513.75

2.  Enter the amount you want to pay

## How much would you like to pay?

**Balance (Leiden University College - Year - 2020-2021)**

**Amount**

$1.15

Maximum $1,234.56

Balance $1,234.56

**Balance (Dublin Science and Engineering - Summer Physics - 2020-2021)**

**Amount**

$3.95

Maximum $11,629.50

Balance $11,629.50

* Indicates required field

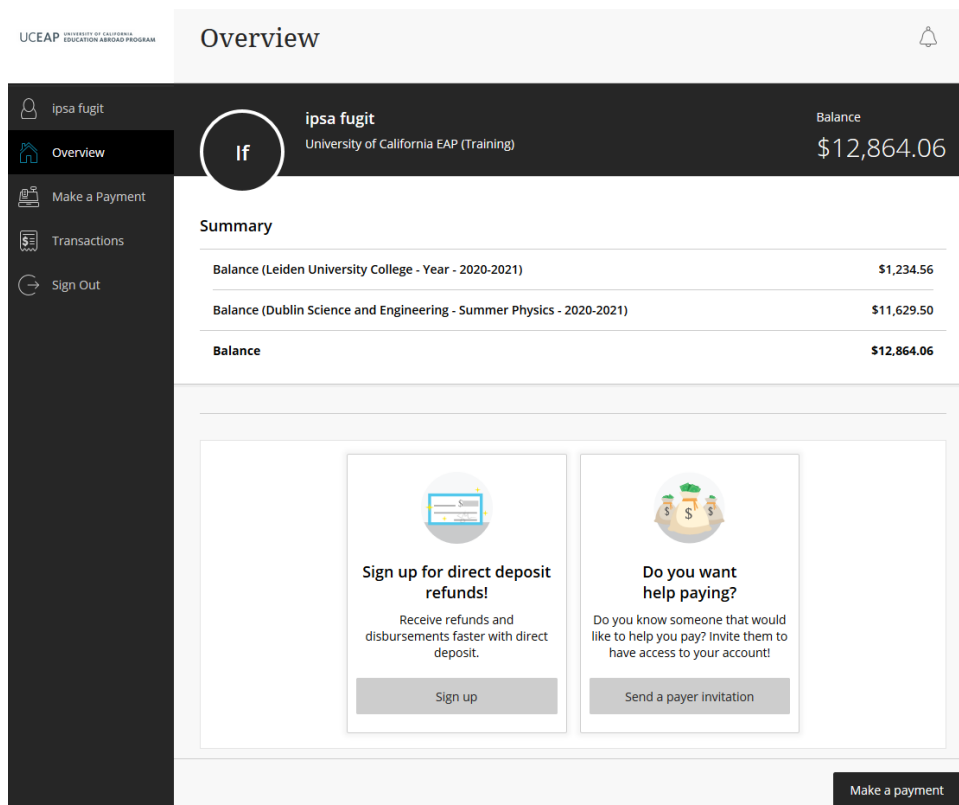Cancel     Continue

3. Select Continue

Cancel     Continue

4. Proceed with Submit Payment instructions

# CANCEL YOUR PAYMENT

1. If you wish to cancel your payment at any moment during the payment process, proceed to Cancel
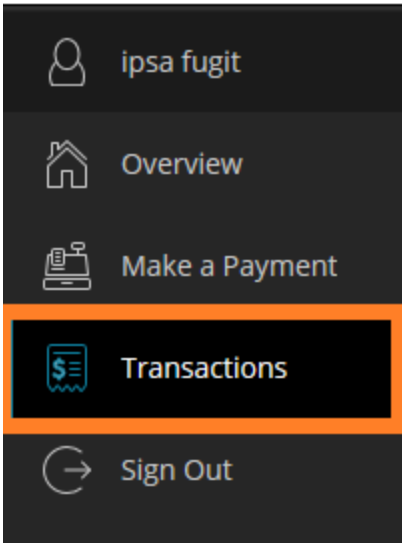


2. Once you have cancelled your payment you will be taken to the Overview page where you can review all balances owed to UCEAP.



# REVIEW YOUR PAYMENT

1. You can review all payments made to UCEAP via the Transactions tab

a. Notice the amount and transaction number in the accordion labeled Payments