

# W&M Program Balance Payment Instructions

If the balance is not paid by the deadline, your spot on this program is not guaranteed, and a **\$100 late fee will apply**. Please see your payment agreement for the refund policy for your program.

The balance payment is made via the charged placed on your student account, using the following instructions:

## Student Instructions

1. Access eServices through [myWM](#) by selecting BANNER
2. Select the "Student" option
3. Select the "Student Accounts" option
4. Select the "eServices" option
5. Click on the "Continue" button
6. On the main page in eServices, choose 'Make Payment' from the selection on the grey horizontal bar OR from the green 'Make Payment' button on the home page
7. On the 'Account Payment' screen choose the green 'Make a Payment' button
8. IMPORTANT: Choose the 'Pay by line item:' button and select the line under the Description that shows your GEO charge amount

## Authorized User (parent) Instructions

1. Access eServices through the authorized user link provided at [www.wm.edu/eservices](http://www.wm.edu/eservices)
2. Select the "Authorized Users Login" option
3. Login to your account with your email and password – please note, only individuals assigned by the student as an authorized user may access this site
4. On the main page in eServices, choose 'Make Payment' from the selection on the grey horizontal bar OR from the green 'Make Payment' button on the home page
5. On the 'Account Payment' screen choose the green 'Make a Payment' button
6. IMPORTANT: Choose the 'Pay by line item:' button and select the line under the Description that shows your GEO charge amount

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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### Select Payment

<input type="radio"/> Current account balance:		\$12,800.00	\$ 12,800.00
<input type="radio"/> Amount due:		\$12,800.00	\$ 12,800.00
<input type="radio"/> Pay by term:			
<input type="checkbox"/> Spring 2018		\$12,800.00	\$ 12800.00

### Pay by line item:

Paid items may appear in this list until the system has completed its payment record update.

	Description	Date	Term	Amount	Payment
<input checked="" type="checkbox"/>	GEO-La Plata, Argentina	10/16/2017	Spring 2018	\$12,800.00	\$ 12800.00

Payment date:

10/17/17

Continue