

If the \$700 deposit 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 deposit payment is made via a PARTIAL \$700 payment of the TOTAL program fee charge 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
9. You can edit the total program fee amount in the box on the right-hand side to \$700 to pay just that amount (SEE SCREENSHOT BELOW)

### **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

**SCREENSHOT ON NEXT PAGE**

## Account Payment



Amount



Payment



Confirmation



Receipt

- ☐ Current account balance \$7,263.72
- ☐ Amount due \$7,263.72
- ☐ Pay by term
  - ☐ Summer 2018 \$7,250.00
  - ☐ Spring 2018 \$13.72
- ☒ Pay by line item

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

Search:

	Description	Date	Term	Amount (\$)	Payment (\$)
<input checked="" type="checkbox"/>	GEO-Beijing: <input type="text"/>	2/20/18	Summer 2018	\$7,250.00	<input type="text" value="\$700"/>

Showing 1 to 1 of 1 entries

Payment Total: \$600.00

(You can change the payment amount in the red box above from the fee total to \$700, as shown)