

# Payment Procedures for Fee-Based Degree Students

If you've been admitted to a [fee-based](#) degree program, you can pay for your courses and fees online using the [MyUW](#) portal. For payment deadlines, see the UW [Academic Calendar](#).

Before paying, you must register for your courses. See [Register for Courses in Your Fee-Based Degree Program](#).

**Note:** All email communications regarding registration and payment will be sent to your UW email address.

## Step 1: Review Payment Options

You may pay your course and program fees using one or more of the following payment options.

### +Credit Card

We accept Visa and MasterCard. You may use a credit card when paying online, in person, or by phone, fax or mail.

### +Financial Aid/Scholarships

Financial aid or scholarship funds will be applied directly to your account balance as long as you register for the required number of credits prior to the scheduled disbursement date (generally one week prior to the start of the quarter).

- If your aid does not cover the entire balance due, or if you register for courses after the disbursement date, you will need to pay the balance using a credit card or other method.
- If the amount of your aid is greater than the charges on your account, the difference will be sent to your bank account via direct deposit. If you haven't signed up for direct deposit, a check will be mailed to your local address on file.
- Some scholarship funds can be used only to pay course fees and any overage cannot be disbursed to the student. Contact your scholarship's funding office to inquire about disbursement conditions.
- If you accepted federal student loans, funds will not be available until you sign all corresponding promissory notes.
- Funds will not be disbursed to any student with financial holds on their account.

### +Private Loans

Private loan funds must be certified by the UW Office of Student Financial Aid before they can be disbursed to your account. To ensure that the loan was certified, contact UWPCE Registration Services at [c2reg@uw.edu](mailto:c2reg@uw.edu) with your full name and UW student number.

Any overage will disburse to you if you have set up direct deposit.

### +Teaching/Research Assistants

If you're a teaching assistant or research assistant, you may be eligible to have some of your program costs paid by your UW department.

- Ensure that the hiring department emails budget authorization to UWPCE Registration Services at [c2reg@uw.edu](mailto:c2reg@uw.edu) prior to the third Friday of the quarter.
- Any fees not covered by the department are your responsibility.

### +Veterans Education Benefits

Veterans may be able to use VA benefits to pay UW fees.

- Contact the [UW Veterans Education Benefits Office](#) before registering.
- Contact UWPCE Registration Services at [c2reg@uw.edu](mailto:c2reg@uw.edu) prior to the third Friday of the quarter to ensure that all authorizations are in place.

### +Third-Party Payments

If your employer or another party (other than a family member) has agreed to pay UW fees on your behalf, this is a third-party payment.

**Note:** If your employer requires you to pay UW fees and then apply for reimbursement, the employer is **not** considered a third-party payer.

- A purchase order, letter of authorization to bill or any other required paperwork from the third party must be sent to UWPCE Registration Services at [c2reg@uw.edu](mailto:c2reg@uw.edu) prior to the third Friday of the quarter.
- We will invoice the third party directly for payment.
- Any amount not covered by the third-party payment is your responsibility.

### +Check or Money Order

Checks or money orders may be mailed or delivered to PCE Registration Services (see address at bottom of page).

- Checks must be in U.S. funds and drawn on a U.S. bank.
- There is a \$25 service charge for returned checks.

### +Flywire

Flywire is UWPCE's recommended payment method for international students. This online system offers multiple payment options and excellent foreign exchange rates, and it will ensure that your payment arrives safely and accurately.

To pay using Flywire, go to Flywire's [international payment portal](#) for the University of Washington and click **Start Your Payment** under UW Professional & Continuing Education (PCE).

### +Wire Payments

International students may pay by wire transfer if Flywire is not an option.

- Contact UWPCE Registration Services at [c2reg@uw.edu](mailto:c2reg@uw.edu) to get bank and routing number information.
- Include your full name and UW student number in the wire transfer to ensure it is credited to your account.
- Be sure to include any wire transfer and bank fees in the amount of your payment so the total will cover your full balance.

## Step 2: Review Your Account Statement

If you're paying for all or part your program with loans, scholarships or any other funding sources besides a credit card, check your account statement on MyUW to verify that all expected funding has been applied to your balance.

**Note:** Your account statement will not be available to view until shortly before the start of the quarter. For the exact dates of availability by quarter, see the **Tuition/Fee Assessment Deadlines** section of the [UW Academic Calendar](#).

- Go to [MyUW](#) and log in with your UW NetID and password.
- In the **Accounts** section, under **Tuition & Fees**, you'll see two balances, which must be paid separately:
  - The **Student Fiscal Services** amount due includes fees such as [U-PASS](#) and [ISHIP](#). To pay your balance, click the **Make payment** button. For help, see the [UW Student Fiscal Services](#) website.
  - The **PCE-Continuum College** amount due includes all course and program-related fees. To pay your balance, click the **Make payment to PCE** button. See below for step-by-step instructions.
- If you have submitted an application for federal financial aid, click **Financial Aid Status** to review the status of your application.

The screenshot shows the MyUW Accounts page. The top navigation bar includes the user name 'hhusky', 'UW Gmail', 'Search', and 'Sign Out'. The main header is 'MyUW' with the UW logo. A left sidebar contains navigation links: Home, Academics, Calendar, Accounts (selected), Notices, and Profile. Below the sidebar is a 'Welcome!' message with links to 'About the new MyUW' and 'Switch back to the old MyUW'.

The main content area is titled 'Accounts' and is divided into three columns:

- Tuition & Fees:**
  - Amount Due \$84.00** for Student Fiscal Services. Includes a link to 'Tuition Statement' and a 'Make payment' button.
  - Amount Due \$12345.00** for PCE-Continuum College. Includes a 'Make payment to PCE' button.
  - Payment Due Fri, Apr 13** in 21 days.
  - Financial Aid:** Includes a link to 'Financial Aid Status'.
  - Related:** Includes links for 'How to pay PCE', 'Financial Aid and Scholarships', and 'Student Tax Information'.
- Husky Card & Dining:**
  - Student Husky Card \$1.23**. Includes a note 'Last transaction: over 3 days ago' and an 'Add funds to your accounts' button.
- Library Account:**
  - 1 requested item ready** (indicated by an information icon).
  - Items out: 1 item**
  - Next item due: Tue, May 27**
  - Includes an 'Access library account' button.

## Step 3: Make a Payment to PCE-Continuum College

On [MyUW](#), click **Make payment to PCE** to go to the UWPCE Payment Portal, which displays a summary of all paid and unpaid statements. Any statement that has not been paid in full will be listed as unpaid.

1. If you have an unpaid statement, click the **Details** button to view the statement.

The screenshot shows the UWPCE Payment Portal interface. At the top, there is a header with 'All Statements As of December 22, 2017' on the left, a student ID field in the middle, and a purple box on the right displaying '\$20.00 Total Balance'. Below this is a section for 'Unpaid Statements' containing a table with the following data:

Quarter	Balance	Due Date	Status
Autumn 2017	\$20.00	10/13/2017	Late

A red box highlights a 'DETAILS' button located to the right of the table row.

2. At the bottom of the detailed statement, verify or edit the payment amount and then click the **Pay** button.

The screenshot shows the detailed statement page. At the top right, it displays 'Total Balance \$20.00'. Below this is a section titled 'Important Notes' with the text: 'The payment portal takes up to 24 hours to reflect the balance. If you applied for Financial Aid and it is not reflected in this statement before the payment deadline, please contact Registration Services at 206-543-2310 M-F 8am-5pm.' At the bottom right, there is a red box containing a payment amount field with '\$ 20.00' and a purple 'PAY' button.

- You may make multiple payments for less than the balance due by editing the payment amount before clicking **Pay** (this may be useful if your credit card has a limit on large transactions).
  - You may not pay more than the balance due.
3. Complete all required fields, then click **xxxx** to submit payment. We accept Visa or MasterCard.
  4. To confirm your balance has been paid in full, check your statement after 24 hours.

## Contact Us

We're here to answer your questions about registration and payment.

[UW Continuum College/UWPCE Registration Services](#)

**Phone:** 206-543-2310

**Email:** [c2reg@uw.edu](mailto:c2reg@uw.edu)

**In Person:** 4311 11th Avenue N.E., Suite 100, Seattle, WA 98105-4608

**Hours:** Monday–Thursday, 8 a.m. to 5 p.m. Friday, 9 a.m. to 5 p.m.