

**GRADUATE ASSISTANT AND GRADUATE ASSOCIATE
3-PAYMENT PLAN INFORMATION
2023-2024**

As an approved Graduate Assistant or Graduate Associate at Winthrop University, you are able to enroll in a 3-payment plan each semester to ensure that your registration will be protected if you are not fully covered by Federal Financial Aid. You are welcome to view your tuition and fees in WINGSPAN under the ACCOUNT SUMMARY AND PAYMENTS link. ***Please remember, your tuition and fees are your responsibility.***

Once your GA employment has been approved by the Graduate School Office, the 3-Payment Plan Option will appear in your WINGSPAN account. To ensure that your schedule will be protected and no late fee will be assessed, you must enroll in the GA 3-Payment Plan **before** the following deadlines each semester:

Fall Semester: August 10th at 2:00 PM

Spring Semester: December 14th at 2:00 PM

**\$150 late fee will be assessed for students who are not protected by the Fee Payment Deadline and their schedules may be dropped for non-payment.*

This payment plan is available to you at no charge, however, there is a **\$50 late fee** for each late payment not made by the due dates below.

FALL 2023: October 1st, November 1st, and December 1st

SPRING 2024: February 15th, March 15th, and April 15th

To enroll: Log into WINGSPAN with your username and password. Click on **Account Summary and Payments**. If you have a balance on your account, you may click on **Enroll in Payment Plan** and select the **GA Payment Plan (Fall or Spring)**.

Important: If you choose NOT to attend Winthrop University for the Fall 2023 or Spring 2024 terms, or you decide to decline the GA position, it is your responsibility to drop your schedule or pay your fees in full if you remain in your courses. You will also be responsible for any fees that may remain as a result of withdrawing from your classes.

To view the fee adjustment schedule for dropped classes, visit: <https://www.winthrop.edu/sfs/fee-adjustments-for-courses-dropped-withdrawn.aspx> and click on the semester you are considering dropping.