




Guide to Completing Your Payment Agreement

The Payment Agreement (PA) is a mandatory part of the SOLAR online registration process. It is an interactive registration tool which is an agreement between you and McMaster University where you agree to pay your fees and indicate how you intend to pay. In order to receive your timetable on MUGSI in a timely manner, you should "confirm" your PA by August 2nd. All students who have "confirmed" their PA by September 1st will avoid the \$50 Late Registration Fee. Please refer to our Student Accounts and Cashiers website for further tips! <http://www.mcmaster.ca/bms/student>

1. Each section of the PA displays a clickable info button . We encourage you to click them all for detailed information.
2. Selections can be changed as you are working through the PA.
3. The PA does not reflect payments made to your student account. It is a registration tool only, displaying fees & schedules.

Important Dates and Deadlines

You are strongly encouraged to become familiar with these dates to help you avoid unnecessary fees and fines, interest charges or course deletions. Please see our website at: <http://www.mcmaster.ca/bms/student>

Step 1 - Student Fee Criteria (top left section) – Review only

- Review and verify all information in this section. Your fees are calculated based on the information that appears; therefore, it's important that all criteria are correct.

Step 2 – Student Fee Totals (top right section) – Review only

- This is a calculation of all your fees for the year according to the information provided in the Student Fee Criteria section
- Your fees will show in the "Current Student Record" column
- Supplementary Fees can be clicked for more information on what is included in your Supplementary Fees
- Proceed to Funding Options

Step 3 –Funding Options (bottom left section) – Selection required if applicable

- Funding Options are funds coming from an outside agency, which are paid **directly to McMaster University** on your behalf, with which you intend to apply toward your BALANCE DUE at the time of registration.
- Funding Options **do not** include: Payments from an outside agency which are paid *directly to you*, certain R.E.S.P.s, your own personal payments or payments made by parents
- Select all the option(s) that apply to you. It is not necessary to make a selection if none of the options apply to you. "Greyed-out" options are not available to you at this time and may not be selected. Some information such as OSAP amounts, Entrance Scholarships and Residence Allocations may not be available on the PA until late July or beginning of August. You may continue and confirm, then return to the PA for updates at a later date. Please read FAQ's below.
- If you are expecting a Partial External Agency Sponsorship (i.e. Native band, private company, etc.), select this option and enter the amount you expect to receive
- When you are satisfied with your selections, proceed to Payment Plans.

Step 4 – Payment Options (bottom right section) – Selection required

- These are the plans available to you based on the Funding Options you have selected
- Select a Payment Plan (you can change your selections and click the "Preview" button to see the different calculations)
- All Payment Plans other than "Payment In Full" involve interest. Interest is charged currently at a rate of 1.2% per month (14.4% annually). A full month's interest is calculated on any balance outstanding on the last day of each month, starting September 30th.
- When you are satisfied with your selections, click the "Preview" button again to update the calculations and go to Financial Summary section (5).

Step 5 – Financial Summary (under Payment Options section) - Review

- This section shows the calculations of how your Funding Options (if any) are subtracted from your Fee Total. The Balance Forward is the amount that you are responsible for paying on your own.

Step 6 – Payment Schedule & Messages / Payment Methods – Review and follow-through

- Payment Schedule & Messages is a very important section to read and understand. It illustrates the schedule and amounts for your payments according to the Payment Options you have chosen. You will avoid unnecessary fees and charges by complying by your payment schedule.
- The Payment Methods section describes all the accepted ways to pay your fees.

Step 7 – Messages / Terms and Conditions – Read and confirm

- The messages listed on your Payment Agreement will provide you with critical information about your PA, items you are required to follow through with and other directives to ensure your registration is complete.
- The Terms and Conditions explain standards associated with the use and confirmation of your Payment Agreement.
- It's important to read both sections and select that you have read both BEFORE you can continue to confirm your Payment Agreement.



Step 9 – Confirmation of your Payment Agreement (IMPORTANT!!) – Confirmation required

- After you have read and understood what your responsibilities are, you can return to any of the sections to make any necessary changes.
- **Click on “CONFIRM” – this is EXTREMELY IMPORTANT!** Exiting the PA before clicking confirm will leave your registration incomplete and you will not receive your validation sticker from the Registrar's office.
- You may print your confirmed PA by selecting the “Print” button at the bottom of your PA. If you don't want to print, you can review your summary by going back and returning to the Payment Agreement through MUGSI any time.

Revisions

- Revisions are recommended up to and including September 1.
 - If you want to change your previous selections
 - If you change your course load
 - Once updated OSAP, Scholarship, Residence and Meal Plan information become available (late July early Aug.)
 - Click the “Preview” button to recalculate with your changes, and then click “Confirm” again to save your changes.

Arranging your Payment and Follow up

- Arrange your online payment for the current date or post-dated no later than September 1. Preferred Methods of payment for Canadian students are INTERAC Online  accessed by clicking the “Pay Now” button at the bottom of the online Payment Agreement or by regular online banking accessed through your bank's website. Please refer to the Payment Schedule and Message section on your PA for Important Dates and Deadlines and amounts due.
- NEW this year for our International students is . Travelex allows International students to pay in the currency of their choice and can be accessed by selecting the “Pay Now” button at the bottom of the PA
- Refer to the Message section on your PA for Important Dates and Deadlines
- Be sure to regularly check your Account Statement on MUGSI (My Student Accounts and Cashiers / Account Statement) to ensure that payments have been received on time and to review your account balance (if any).

Frequently Asked Questions

Do I have to complete a Payment Agreement if I simply want to pay in full on my own?

- Yes, the PA is a mandatory step to getting fully registered and receiving your validation sticker.

I applied for OSAP / believe I am entitled to an Entrance Scholarship, but the option is greyed-out. Is there a problem?

- There may not be. For OSAP, once you have handed in all supporting documentation and your application has been processed, and an estimate or entitlement amount has been sent by the ministry, the PA will allow you to choose OSAP as a Funding Option. For Entrance Awards, once you have received “official notice” from the Financial Aid office, the Scholarship option will no longer be greyed-out. **It could be a timing issue for both.** We encourage you to confirm your PA as early as possible, and re-enter toward the end of July or beginning of August for updated information. If you are concerned, all inquiries regarding both OSAP and Entrance Scholarships should be directed to the Financial Aid and Scholarship office.