



PROGRAM PAYMENT INSTRUCTIONS

Online Payment *PREFERRED METHOD

1. Log on to GWeb Information System at banweb.gwu.edu.

On left hand side (GW email and corresponding password), select "Students".

Note: If you have not created your GW Email, please do so at: <https://identity.gwu.edu/claim/index>

If this is your first time using GWeb or you need assistance, please review "How to Access GWeb" at go.gwu.edu/accessGWeb.

2. From the Main Menu page, under **Student Records and Registration**, click "Student Accounts Menu."
3. Select "Student Account ebill"
This will take you to the Student Accounts eBill page through the TouchNet Information Systems.
4. At the top of the page, you will see your balance, or amount owed. When ready to pay, click "Make Payment"
5. Review the Pre-College Program Deposit details. Make sure the amount and payment date is correct.
If the information is correct, click "Current Account balance" , then click"Continue."

6. Select a payment method from the dropdown menu.

7. Make a payment.

Electronic Check (checking/savings) or New Debit/Credit Card

- If paying by Electronic Check, enter Bank Account Information.
- Select the Account Type from the drop down menu (checking or savings)
- Enter the ABA Routing Number and the Account Number
- Confirm the Account Number
- Enter the Name on the Account
- To save this payment method for future use, check the box and create a name
- Click "Continue"

Debit/Credit Card

- Enter Account Information.
GW accepts debit/credit card payments for admission deposits only. Debit/credit cards are not accepted for payment of tuition, housing or other course related fees.
- Enter Card Number, Cardholder Name and Expiration Date
- Select Debit/Credit Card Type
- Enter Card Verification Value and Cardholder Billing Information Address
- To save this payment method for future use, check the box and create a name
- Click "Continue"

8. Review and agree to the terms of the authorization statement. Click "Submit."
Please keep a copy of the Payment Confirmation page for your records.

9. Once your payment has been processed, your GW Student Portal will read:

✓ Your payment has been received.



SUMMER & NON-DEGREE PROGRAMS

Mail a Check or Money Order

You may mail a check or money order drawn on U.S. dollars.
Please make check payable to the **George Washington University**.

Please mail the check or money order to the: **Pre-College Program, Office of Summer and Non-Degree Programs (2100 Foxhall Road, NW Academic Building Suite 115, Washington, D.C. 20007)**, postmarked by your enrollment deadline.
Please include your name (the student's name) and GWID in the memo of the check.

Our office will then email your family when the check is received and been sent for processing. Please allow 3-5 business days for check processing and to reflect in the account.

We are unable to accept cash for the deposit. The bank account from which the funds are drawn does not have to be in your name. However, the funds must be drawn on a U.S. bank or agency; many international banks have a corresponding U.S. bank, in which case you can request the international bank to have a draft drawn on a U.S. bank in U.S. funds. Furthermore, we are unable to accept payments over the phone.