# GW SUMMER & NON-DEGREE PROGRAMS

## Program Payment Instructions Online Payment
### (Preferred Method)

1. Log on to GWeb Information System at banweb.gwu.edu.
   Select the "Faculty, Staff &Student" box.
   NOTE: If you have not created your GW Email address, please do so using the email sent from the Identity
   Team.

2. From the Main Menu page, under **Student Accounts,** click "Access Student Account Ebill."

3. This will take you to the Student Accounts eBill page through the TouchNet Information Systems.

4. On the home page you will see your outstanding balance. When ready to pay select the green "Make a Payment" button

5. Choose the upcoming summer term (i.e. summer 2024) as your term of Enrollment from the drop-down menu. Click "Select."

6. Click "Select Deposit Payment."

7. From the drop-down menu, Choose "Pre-College Program Deposit." Click "Select."

8. Review the Pre-College Program Deposit details. Make sure the term is correct. If the term is correct, click "Continue."

9. Select a payment method from the dropdown menu.

10. 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"

11. Review and agree to the terms of the authorization statement. Click "Submit."

    Please keep a copy of the Payment Confirmation page for your records.

12. Once your payment has been processed, your GW Student Portal will read:
    ✓ Your declaration of intent and enrollment deposit have been received.

**NOTE: A reminder, a $500 deposit is due for each course your student wishes to enroll in. If you wish to make multiple deposits for multiple courses, please repeat all above steps to make those additional deposits.**

## Mail a Check or Money Order

You may mail a **$500** check or money order drawn on U.S. dollars, made 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. Your cancelled check will be your receipt.

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.

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

✓ **Your declaration of intent and enrollment deposit have been received.**