How to Make a Payment on POUNCE

Upon logging into POUNCE, click this menu option from the main menu:

Pay Your Bill/Student Account/Refund/Deposits/1098-T: Note-You must use IE for 1098T

On the next screen, scroll down and select this button:
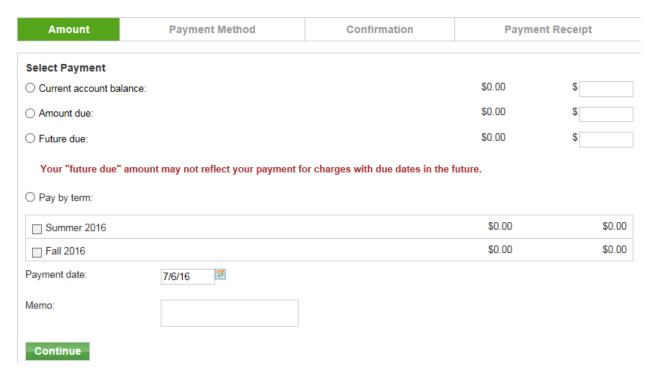
Connect to Student Account Center

This will open a new window. On the next screen, select the green button "Make a Payment"

Make a Payment

The next screen will show the amount due. This is the total of all outstanding items. Here you can either select "View Account Activity" or "Make a Payment". If you have set up a pending payment, that will show on this screen as well.
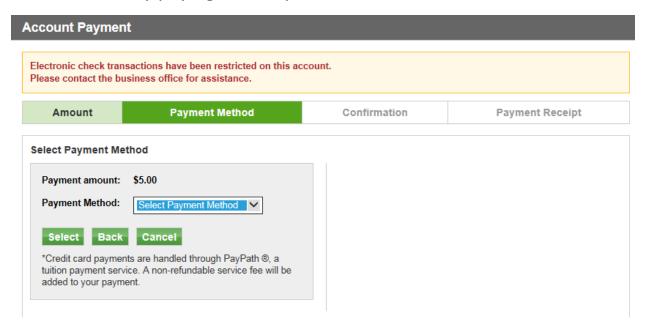
If you are ready to pay, select "Make a Payment".

The next screen will show you the amounts due by term, and in total. You can choose to pay by term or pay in full. You may also pay a future amount of more than the balance if you know in advance that there is a balance that will be posted to your account.

| Amount | Payment Method | Confirmation | Payment Receipt |

Select Payment

○ Current account balance:	$0.00	$ [ ]
○ Amount due:	$0.00	$ [ ]
○ Future due:	$0.00	$ [ ]

Your "future due" amount may not reflect your payment for charges with due dates in the future.

○ Pay by term:

| ☐ Summer 2016 | $0.00 | $0.00 |
| ☐ Fall 2016 | $0.00 | $0.00 |

Payment date: 7/6/16

Memo:

Continue

Once you have set up the amount and term of payment, select "Continue".

On the next screen you will select the payment method. You may pay with electronic check or credit card. Account holders who have exceeded three returned checks will only be able to make payment by credit card or by paying cash in person in the Business Office.

Account Payment

Electronic check transactions have been restricted on this account.
Please contact the business office for assistance.

| Amount | Payment Method | Confirmation | Payment Receipt |

Select Payment Method

Payment amount: $5.00

Payment Method: Select Payment Method ▼

Select   **Back**   **Cancel**

*Credit card payments are handled through PayPath ®, a tuition payment service. A non-refundable service fee will be added to your payment.

Once you have selected the method of payment the next screen will allow you to review the amount and payment type before you proceed. When you have reviewed this, please click "Continue" or if paying with credit, "Continue to PayPath". PayPath is a third party provider for credit card payment transactions. The University does not accept credit cards for student transactions. PayPath accepts credit payments on behalf of the University and there is a 2.75% ($3 minimum) charge for all credit payments. Electronic check payments are available as well online at no additional cost.

Once you have completed your payment, you may print or save your receipt. You may also return to POUNCE to print an account detail or summary.

Holds:

Please be aware that if you have an account hold, your hold will not be released after payment with an electronic check until the check payment has cleared. Clearance can take up to 5 business days depending on the banks.

Need help?

If you need assistance with making a payment, the Business Office can help you. There are two student kiosks open as well for online payments with assistance if needed in the Business Office. 706-737-1767 or email: business_office@augusta.edu.