![C:\Users\nms06003\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\3HZAAK52\MC900432594[1].png]()

**Checklist**

* Assign FERPA Designee(s) Log into the *Student Administration Account* and navigate to Self Service> Student Center>Personal Information> FERPA Privacy Waiver. Enter the name of the designee(s) and assign them a four character access code. Select the checkbox for the type of information you wish to disclose, and click “Save”. Provide your designee(s) with their code. Assign yourself a FERPA code as well.
* Create Authorized Users Log into the*Student Administration Account* and navigate to Self Service> Student Center> Finances>UConn Payment Plan> Continue to Payment Plan. Click on “Authorized Users” > “Add an Authorized User” and fill in the designee’s email address. Ensure you answer “yes” to both questions in order for the designee to view and pay the bill. Click “Add User” and enter the last four digits of your 7-digit student ID number and click “I Agree”. An email will be sent to the designee’s email address with log-in information.
* Waive Health Insurance charges if you already have insurance. This waiver can be completed by logging into the *Student Administration System* and going into Student Permissions.
* Fill out a Title IV Waiver if you would like financial aid money to pay all UConn charges. Complete this waiver by logging into the *Student Administration System* and going into Student Permissions.
* Sign up to have a Refund Directly Deposited: Why wait in line? Sign up for direct deposit by logging into the *Student Administration System* and going into Add/Edit Direct Deposit.
* Sign up to receive your 1098-T Electronically: Log into the*Student Administration Account* and navigate to Self Service> Student Center>Finances> Other Financial…> View 1098-T> Grant Consent.

**My Information**

NetID: \_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_

FERPA Designee:\_\_\_\_\_\_\_\_\_

FERPA Code:\_\_\_\_\_\_\_\_\_\_\_\_

FERPA Designee:\_\_\_\_\_\_\_\_\_

FERPA Code:\_\_\_\_\_\_\_\_\_\_\_\_

**Save the Dates**

**August**

**1st** - Fall Undergraduate Bills Due

**25th** - Fall Graduate Bills Due

**January**

**8th** - Spring Undergraduate Bills Due

**20th** - Spring Graduate Bills Due

**Fall Payment Plan**

**June 29th** - Enrollment for Fall Payment Plan Begins

**July 15th** - 1st Installment Due

**August 15th** -2nd Installment Due

**September 8th**- Last Day to enroll in Fall Payment Plan

**September 15th** -3rd Installment Due

**October 15th** - 4th Installment Due

**Spring Payment Plan**

**November 30th** - Enrollment for Spring Payment Plan Begins

**December 15th** - 1st Installment Due

**January 15th** - 2nd Installment Due

**February 2nd** - Last Day to enroll in Spring Payment Plan

**February 15th** - 3rd Installment Due

**March 15th** - 4th Installment Due