

# Tuition Payment Options for English Language Institute Students

Payment Type	Information
<p><b><u>International Wire Transfers:</u></b> GGC has partnered with Flywire to provide a fast, secure way to submit international and wire transfer payments. You can pay in your local or other desired currency with available payment methods (e.g., bank transfer, credit cards, debit cards). For first time users, you will need to create an account.</p>	<ul style="list-style-type: none"> <li>• Go to <a href="http://ggcnonstudent.flywire.com">ggcnonstudent.flywire.com</a></li> <li>• Enter the amount you want Georgia Gwinnett College to receive in U.S. dollars</li> <li>• Select the COUNTRY you are paying from</li> <li>• Under PAYMENT OPTIONS, select your method of payment</li> <li>• Under FLYWIRE ACCOUNT, select either Create a new account for first time user, or if you have already created an account, Sign into an existing account</li> <li>• Complete the requested information</li> <li>• If paying by bank transfer, you must make the transfer from a bank within 2-3 days.</li> <li>• Track and confirm your payment at any time through Flywire account.</li> </ul> <p><b>Please note:</b> Do not send more than your student account balance. Georgia Gwinnett College will not accept payments in excess of the charges on your bill (e.g., funds intended for living or other personal expenses). If we receive such funds, we will issue refund back to the source.</p>
<p><b><u>Check or Money Order (via mail):</u></b></p>	<p>Must be in U.S dollars <b>ONLY</b>, and should be sent to:</p> <p style="text-align: center;"><b>Georgia Gwinnett College</b> P.O. Box 931992 Atlanta, GA. 31193-1992</p> <p style="text-align: center; color: red;">*Please include your name and GGC Student ID on your payment.</p>
<p><b><u>In Person:</u></b></p>	<p>Visit Student Accounts during regular office hours. Cashiers are authorized to accept cash payments, money orders, bank checks and <b>personal checks drawn on a U.S.-based checking account</b>. Check payments are debited by electronic fund transfer from the payer’s checking account.</p> <p>*If you are paying with a debit or credit card, make sure to let the cashier know you are an English Language Student and are able to pay via credit/debit card.</p>

**Third-Party Payments: Tuition and fees:**

Sponsored or third-party billing is the process whereby an outside organization (sponsor) will be responsible for a student's tuition and/or fees. Students who expect a third-party to pay their tuition and other fees need to make special arrangements with the Office of Student Accounts to bill their sponsor.

If you are a sponsored student, you are required to:

- Contact the Office of Student Accounts at least two weeks before the due date to inform the GGC of your status as a sponsored student. If we do not have your authorization on file by the payment deadline, we cannot guarantee that your classes will not be dropped for non-payment;
- Submit to us an authorization from your sponsor indicating the name, billing address and telephone number of the contact person at the company/organization that is responsible for payment;
- Inform the Office of Student Accounts how much the sponsor will pay on your behalf and how to bill for payment. No restrictions or contingencies will be processed. For example, if the sponsor requires grades or transcripts prior to payment, the transaction does not qualify as "sponsored billing" so the student is responsible for payment by the billing due date and must seek reimbursement from the sponsor;
- Provide your sponsor with the correct student account contact information;
- Pay any charges not covered by your sponsor on time to avoid being dropped from your classes for non-payment;
- Submit an authorization each semester, or as necessary, to continue the process.

Upon receipt of a valid authorization, the Office of Student Accounts will apply a conditional credit to the sponsored student's account and will bill the sponsor after the drop/add period. Students whose sponsor has not authorized full payment of all tuition and fees are responsible for paying all unsponsored charges by the [payment due date](#).

Students whose sponsor fails to pay the authorized charges by the end of the term will have their conditional credit reversed and be billed for the unpaid charges. A financial hold will be placed on the student's account until the balance is paid in full. Students are encouraged to remain in contact with their sponsor until the terms of the authorization have been met.

**Questions for Student Accounts:**

- **Telephone:** (678)407-5000
- **Fax:** (678)-407-5130
- **Email:** [studentaccounts@ggc.edu](mailto:studentaccounts@ggc.edu)