

STEP 1: LOG IN TO MYGETS AND CLICK STUDENT ACCOUNT



STEP 2: CLICK MAKE A PAYMENT

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Home Student	Infor	mation Stud	dent Account	Community Life	Courses and Syllabi	Registrar and Advising	More 🗸
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My Pages	~	Accounts Recei	ivable \$4,972.00 Due	e			
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Master Calendar	S	Course and Fee	e Statement				
Learning Management	8						

STEP 3: CLICK ACCOUNT BALANCES

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This page provides students access to financial account information - student invoices and balances, online payment with credit or debit card, 1098-T Information, and forms for withdrawing money from student accounts.

- Selecting 'My Account Balances' will show you the current account balance. It also provides an option to Make a Payment online using a credit or debit card. Selecting the 'Course and Fee Statement' will generate a PDF copy of your full billing statement that will list all the charges and credits on your account for the curren academic year.
- Students requesting money from their account should complete the Student Withdrawal Request Form and send it to Mechelle Moore (mechelle.moore@garrett.edu) and Tanya Saeed (tanya.saeed@garrett.edu).
- Students who live in Garrett-Evangelical Housing that wish to withdraw money should also complete Student Withdrawal Request Housing Worksheet.

If you have a question regarding your account charges or a financial hold on your account preventing you from registering for classes, please email the business office bursar@garrett.edu.

Courses

Library

<u>T500 (Section X, 1920-30)</u>

21 (Section . 1920-30)

My Account Info

My Account Balances Course and Fee Statement Ø Forms

STEP 4: ENTER BALANCE AMOUNT IN THE "AMOUNT TO PAY" BOX & SUBMIT Garrett Student Information Student Account Community Life Courses and Syllabi Registrar and Advising More -You are here: Student Account > Student Account > Default Page > My Account Info > My Account Info > My Account Balances > Pay on My Account Student Account ۰ ک nt Account Page × My Account Info - Pay on My Account ค ancial Account Amount To Pay Links Accounts Receivable Balance: \$4,972.00 ~ 8 edu Submit Cancel S

CONFIRMATION: AFTER SUBMITTING YOUR PAYMENT, YOU WILL RECEIVE A CONFIRMATION EMAIL

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Transaction Receipt from Garrett Evangelica	al Theologica for \$555.00 (USD)
inbox ×	

Total: \$555.00 (USD)

Order Information Description: This is an AR payment. Invoice Number Customer ID Billing Information Shipping Information	uto-Receipt <noreply@mail.authorize.net> o me ▼</noreply@mail.authorize.net>					
Description: This is an AR payment. Invoice Number Customer ID Billing Information Shipping Information	Order Informatio					
Billing Information Shipping Information	Description: Invoice Number Customer ID	This is an AR <mark>payment</mark> .				
	Billing Information		Shipping Information			

If you do not receive a confirmation email, please contact the Business Office at ap@garrett.edu.