

Initial Payment Plan Set Up:

1. Log Into Self Service
2. Navigate to Student Finance > Make A Payment > Continue to Payment Center
 - a. This takes you to TouchNet, our secure payment processor
3. On TouchNet homepage, Select Enroll in Payment Plan

I would like to pay...

View Account: [REDACTED]

Balance \$12,250.00

Statements

Click the button to view your current account balance and details.

4. Select appropriate term, and then select appropriate payment plan

Payment Plan Enrollment

Select Schedule Agreement

Select a term

If plans are available for multiple accounts, you must select both account and term.

Plan Name	Setup Fee	Installments	Then this	Action
2025 Spring Payment Plan	\$40.00	5	<input type="button" value="Details"/>	<input type="button" value="Select"/>

Payment Plan Enrollment



Select



Schedule



Agreement

2025 Spring Payment Plan

Balance

Balance: **\$12,250.00**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Financial Aid		<input type="text" value="0.00"/>
Tuition and Fees	<input type="text" value="0.00"/>	
Balance:		0.00

Optional down payment

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$12,250.00**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	12/15/24	0.00
Installment 2	1/15/25	0.00
Installment 3	2/15/25	0.00
Installment 4	3/15/25	0.00
Installment 5	4/15/25	0.00

Total of installments: 0.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Total amount paid:			0.00
Total due now:			40.00

5. Enter amount of balance, less any pending financial aid at time of set up.
 - a. If you are unsure of any pending aid please reach out to the student accounts office for assistance.
6. Click Update Schedule

2025 Spring Payment Plan

Balance

Balance: **\$12,250.00**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Financial Aid		<input type="text" value="0.00"/>
Tuition and Fees	<input type="text" value="9,000.00"/>	
Balance:		9,000.00

Optional down payment

[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$3,250.00**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	12/15/24	1,800.00
Installment 2	1/15/25	1,800.00
Installment 3	2/15/25	1,800.00
Installment 4	3/15/25	1,800.00
Installment 5	4/15/25	1,800.00
Total of installments:		9,000.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Total amount paid:		0.00	
Total due now:			40.00

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Your preferred payment method will be automatically used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[Back](#)

[Cancel](#)

[Continue](#)

- Once the installment payments have populated, it will prompt you to either set up Automatic payments, or you can choose to pay each installment individually.

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount:

\$40.00

Method

Select Method

Back

Cancel

Continue

*Card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

8. The set-up fee is due at time of set up.
9. Depending on the date you are setting up the payment plan, the first installment may also be due at the time of set up.
10. Be sure to complete payment or the payment plan will not be processed.