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In-Person payments and Credit or Debit Card Payments

First, see PDF entitled “Accessing Your Student Account (balance)” if you don’t know how to get to your student account.

How do I make payments on my account?

- Credit, Debit, Checking, Savings, and International payments can all be made in Student Account Center.
- Payments are made through, Paypath, Trevecca’s third-party payment service.
- **A 2.85% “convenience fee” is charged per each transaction with a minimum of \$3.00** (Trevecca does not receive this). You will also not be able to see it in your account transactions since it is charged through PayPath, but it will be visible on your personal debit/credit account statements as a separate charge.
- Each payment plan payment you wish to make has to be “scheduled”

Do you accept in-person Debit/Credit card payments?

- Yes! We accept debit, credit, cash and checks.

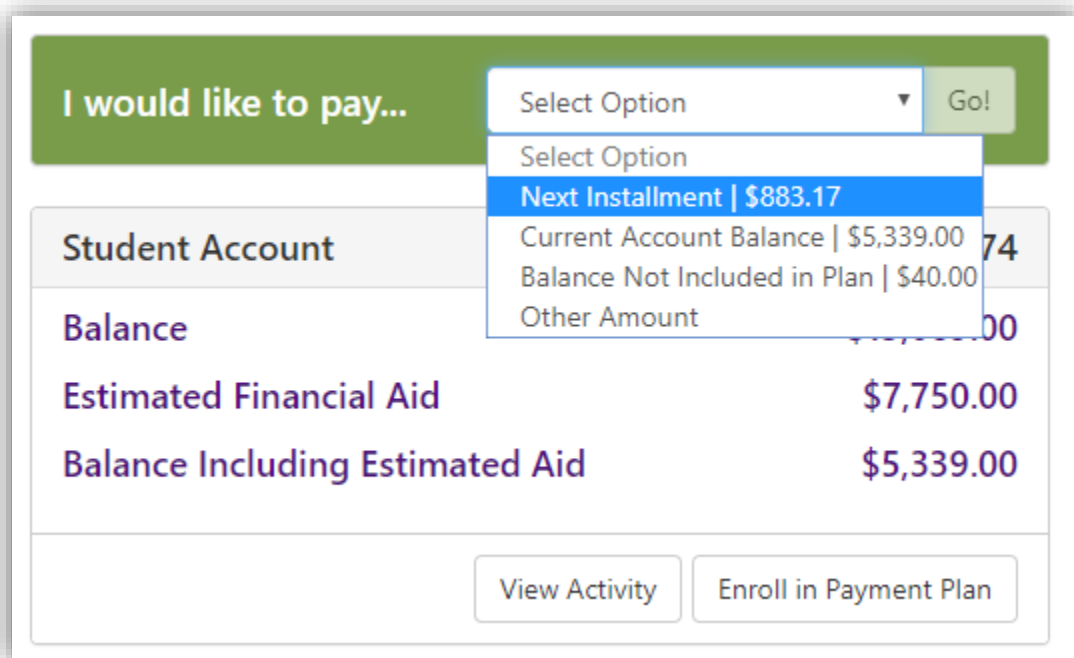
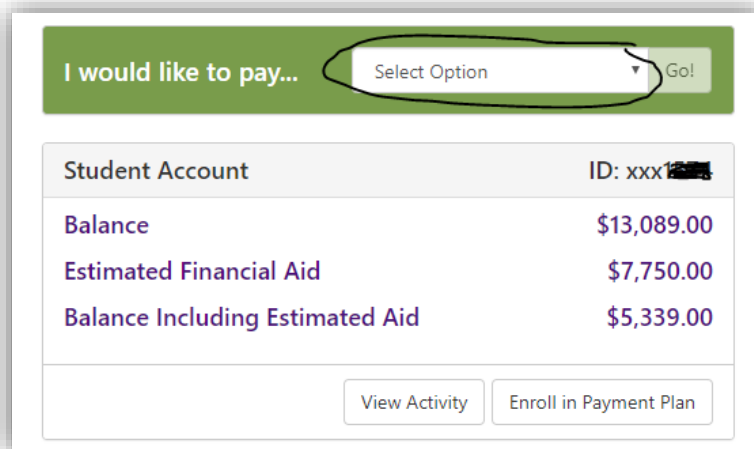
How can I avoid being charged a convenience fee for my payment?

- There is not a convenience fee if you choose to pay in-person with Debit, Cash, or check!
- You can also mail a check to Trevecca to avoid fees. Please mark on the envelope “Attn. Financial Services” and then write your Student ID number on the memo line of the check! (We advise against mailing cash)
- You can pay online with an electronic check by entering your bank account and routing numbers.

How do I make payment plan payments on my account (online)?


First, see PDF entitled “Accessing Your Student Account (balance)” if you don’t know how to get to your student account.







- If you have a **payment plan** set up and want to pay the next installment, you can make a payment from the home screen by selecting “Next Installment” in the “I would like to pay...” drop-down section. Next, you’re brought to the “Installment payment” screen where you confirm all of the information on the screen is correct. If everything is correct, then you’ll select “Submit Payment” at the bottom of the page.



- You can also make a payment towards your plan on your home screen where you see the payment plan. You will select the gear icon and then “Pay” or “Schedule”.

I would like to pay...

Student Account	ID: xxx 
Balance	\$13,089.00
Estimated Financial Aid	\$7,750.00
Balance Including Estimated Aid	\$5,339.00

Payment Plans			
Admin Only Fall 2019 6-Month Plan			\$5,299.00
Description	Due Date	Amount	Action
Installment 1 of 6	8/31/19	\$883.17	
Installment 2 of 6	9/30/19	\$883.17	
Installment 3 of 6	10/31/19	\$883.16	
Installment 4 of 6	11/30/19	\$883.17	
Installment 5 of 6	12/31/19	\$883.16	
Installment 6 of 6	1/31/20	\$883.17	
Balance Not Included in Plan			\$40.00

Admin Only Fall 2019 6-Month Plan			\$5,299.00
Description	Due Date	Amount	Action
Installment 1 of 6	8/31/19	\$883.17	
Installment 2 of 6	9/30/19		<div style="border: 1px solid gray; padding: 2px;"> Pay Schedule </div>
Installment 3 of 6	10/31/19	\$883.16	
Installment 4 of 6	11/30/19	\$883.17	
Installment 5 of 6	12/31/19	\$883.16	
Installment 6 of 6	1/31/20	\$883.17	

- An alternate way to make payment towards the plan is to select the Payment Plan tab and then “Pay”, “Schedule”, or “Pay Next Installment”.

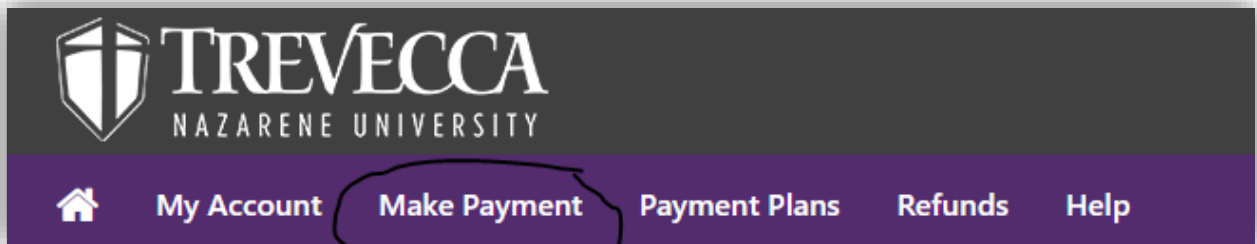
								View Agreement	Pay off Plan
Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action		
Admin Only Fall 2019 6-Month Plan -- Installment 1 of 6	8/31/19	Unpaid				\$883.17			
Admin Only Fall 2019 6-Month Plan -- Installment 2 of 6	9/30/19	Unpaid					<div style="border: 1px solid gray; padding: 2px;"> Pay Schedule </div>		
Admin Only Fall 2019 6-Month Plan -- Installment 3 of 6	10/31/19	Unpaid				\$883.16			
Admin Only Fall 2019 6-Month Plan -- Installment 4 of 6	11/30/19	Unpaid				\$883.17			
Admin Only Fall 2019 6-Month Plan -- Installment 5 of 6	12/31/19	Unpaid				\$883.16			
Admin Only Fall 2019 6-Month Plan -- Installment 6 of 6	1/31/20	Unpaid				\$883.17			

Pay Next Installment

How do I make payments on my account?

(no payment plan, or paying charges not included in plan)

- If you **don't have a payment plan** or need to make one-time payment you can make a payment by selecting the "Make payment" tab





- You are brought to the following "Account Payment" screen:


A screenshot of the "Account Payment" screen. At the top, there are four steps: Amount, Method, Confirmation, and Receipt. The "Amount" step is circled in black. Below the steps, there is a "Payment Date" field with a calendar icon, showing "8/7/19". Below that, there are three rows of payment options, each with a radio button, a description, a value, and an input box. The first row is "Current account balance" with a value of "\$5,339.00" and an input box containing "5339". The second row is "Charges not included in the plan:" with a value of "\$40.00" and an empty input box. The third row is "Pay by term" with a value of "\$40.00" and an empty input box. At the bottom right, there is a "Payment Total: \$5,339.00" and a "Continue" button.


- On this screen you can forward date payments and pay towards specific balances.
- If you see **"charges not included in the plan,"** these are charges that are not accounted for in your current payment plan. This can increase throughout the semester due to miscellaneous charges that were added. This includes, but is not limited to payment plan enrollment fees, fines, parking tickets, ID replacements, bookstore, etc.
- To make a payment on this screen: Type in the amount you want to pay in one of the boxes on the far right of the screen.

Account Payment


Amount


Method


Confirmation


Receipt


Amount \$5,339.00

Method

Select Method ▾

Select Method

Saved Payment Methods

 College Payment

Other Payment Methods

Electronic Check (checking/savings)

Credit Card via PayPath


Bank Wire

*Credit card payments payment. payment service. A non-refundable service fee will be added to your

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

Bank Wire - We accept payments in your local currency or US \$ through Western Union Business Solutions.

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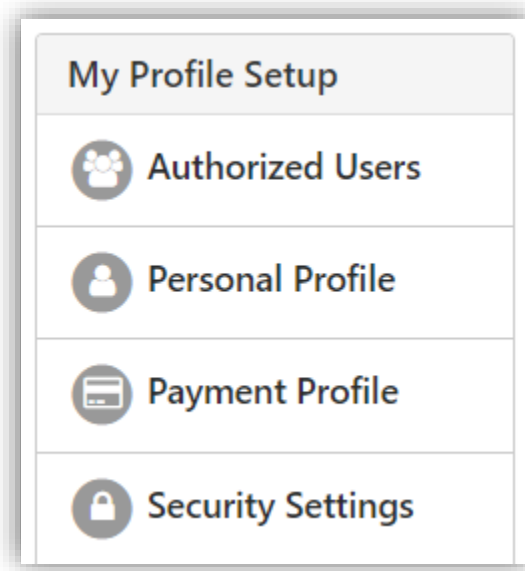
Follow the prompts to enter your payment information and complete the transaction. If you have any questions, email us at financialservices@trevecca.edu or call us at 615-248-1242.

How do I set up my parent, guardian, or employer as an authorized user so they can make payments?

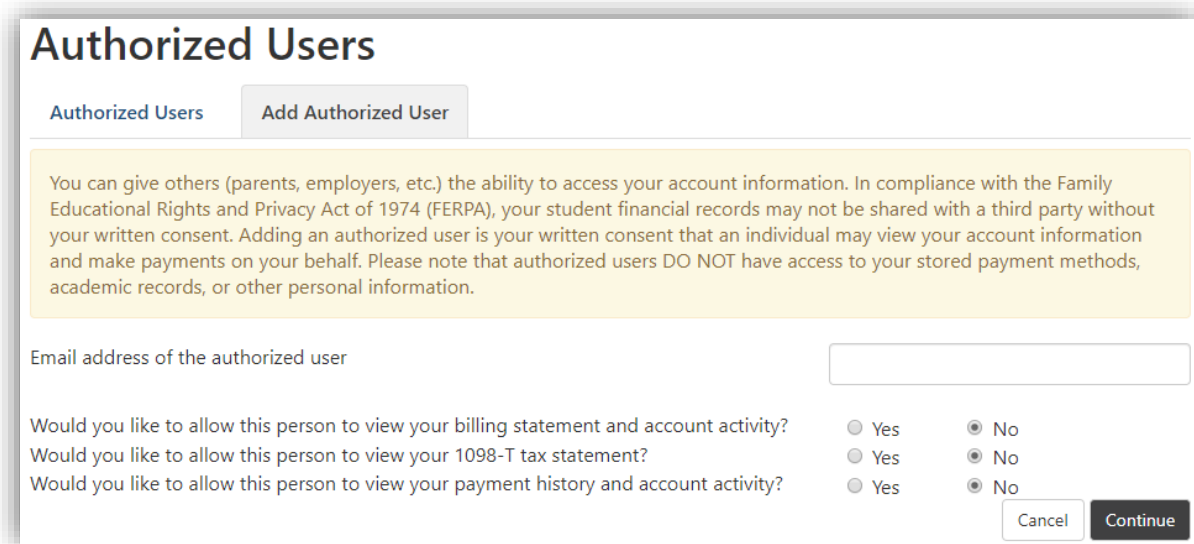
First, see PDF entitled “Accessing Your Student Account (balance)” if you don’t know how to get to your student account.

If your parent or guardian will be making payments on your account, make sure to set them up as an authorized user in Student Account Center!

- a. Select “authorized users” on the right-hand side of the Student Account Center home page, then “Add Authorized User”:



- b. Enter the email address of the user you are authorizing and select continue.

A screenshot of the "Authorized Users" form. At the top, there are two tabs: "Authorized Users" and "Add Authorized User". Below the tabs is a yellow warning box containing text about FERPA and account information. Underneath the warning box is a text input field labeled "Email address of the authorized user". Below the input field are three questions, each with "Yes" and "No" radio button options. The questions are: "Would you like to allow this person to view your billing statement and account activity?", "Would you like to allow this person to view your 1098-T tax statement?", and "Would you like to allow this person to view your payment history and account activity?". At the bottom right of the form are "Cancel" and "Continue" buttons.

How do I set up a preferred payment profile?

First, see PDF entitled “Accessing Your Student Account (balance)” if you don’t know how to get to your student account.

To set up a payment profile, you can select the “Payment Profile” link in the middle of the page or the link under “My Profile Setup.”


The screenshot shows a student account dashboard. At the top left, a yellow banner says "Save time when paying. Set up a preferred payment profile in the **Payment Profile** page." The word "Payment Profile" is circled. Below this is a green bar with the text "I would like to pay..." and a dropdown menu labeled "Select Option" with a "Go!" button. A table displays account information:

Student Account	ID: xxx1574
Balance	\$13,089.00
Estimated Financial Aid	\$7,750.00
Balance Including Estimated Aid	\$5,339.00

Buttons for "View Activity" and "Enroll in Payment Plan" are at the bottom. On the right, a "My Profile Setup" sidebar contains links: "Authorized Users", "Personal Profile", "Payment Profile" (circled), "Security Settings", "Consents and Agreements", and "Electronic Refunds".

You will need to either “Add New Payment Method” or select settings on the right of your “Saved Payment Methods” to make it the “Preferred” payment method.

The screenshot shows the "My Profile" page with tabs for "Personal Profile", "Payment Profile", and "Security Settings". A yellow banner explains: "A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page." Below is a "Saved Payment Methods" table:

Payment methods	Preferred	Modified	Action
XXXXXXXXXX College Payment		7/8/17 13:53:11	

Below the table is a button labeled "Add New Payment Method" which is circled. At the bottom, there is a "Method" dropdown menu with "Select Method" and a "Select" button.