

MAKING PAYMENTS

How do I make 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.

OPTION ONE

If you have a payment plan set up and want to pay the next installment, you can make a payment from the home screen.

Select “Next Installment” in the “I would like to pay...” drop-down section. If everything in the “Installment payment” screen is correct, select “Submit Payment” at the bottom of the page.

I would like to pay... Select Option Go!

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

[View Activity](#) [Enroll in Payment Plan](#)

I would like to pay... Select Option Go!

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

[View Activity](#) [Enroll in Payment Plan](#)

OPTION TWO

You can also make a payment towards your plan on your home screen where you see the payment plan.

Select the gear icon and then “Pay” or “Schedule”.

I would like to pay... Select Option Go!

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

[View Activity](#) [Enroll in Payment Plan](#)

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	

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	

CONT.


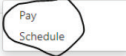




MAKING PAYMENTS

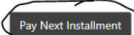
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OPTION THREE

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

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					
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	



MAKING PAYMENTS

How do I set up my parent/guardian/employer as an authorized user to 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!

STEP ONE

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

A screenshot of the Student Account Center home page menu. It shows a vertical list of options: "My Profile Setup", "Authorized Users", "Personal Profile", "Payment Profile", and "Security Settings". The "Authorized Users" option is highlighted with a blue background.

STEP TWO

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

Authorized Users

Authorized Users

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

☐ Yes

☒ No

Would you like to allow this person to view your 1098-T tax statement?

☐ Yes

☒ No

Would you like to allow this person to view your payment history and account activity?

☐ Yes

☒ No

Cancel

Continue

MAKING PAYMENTS

In-Person, Credit, and 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 2.95% “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 must be “scheduled” ahead of time if you wish to utilize the auto draft feature.

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?

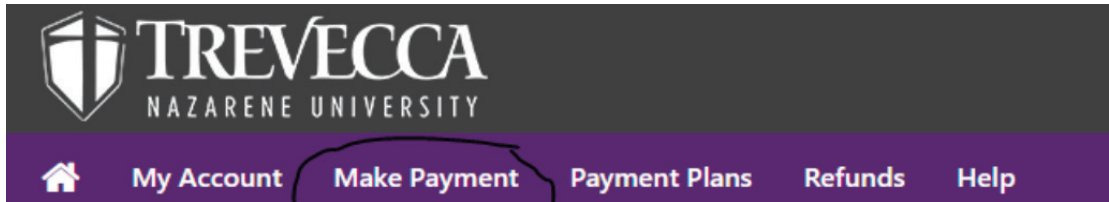
- There is not a convenience fee if you choose to pay in-person with debit, cash, or check!
- You can also mail a check to Trevecca to avoid fees. Please mark on the envelope “Attn. Financial Services” and write your student ID number on the memo line of the check. (We advise against mailing cash)
-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

MAKING PAYMENTS

How do I make payments on my account that aren't included in a payment 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:

Account Payment

The "Account Payment" screen features a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The "Amount" step is currently active. Below the progress bar, there is a "Payment Date" field set to 8/7/19, with a calendar icon circled in blue. The payment details section shows three radio button options: "Current account balance" (selected), "Charges not included in the plan:", and "Pay by term". The "Current account balance" option shows a payment of \$5,339.00, with a text input field containing "5339". The "Charges not included in the plan:" option shows a payment of \$40.00 with an empty text input field. The "Pay by term" option shows a payment of \$40.00 with an empty text input field. At the bottom, the "Payment Total: \$5,339.00" is displayed, followed by 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

CONT.

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How do I make payments on my account that aren't included in a payment plan?



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.

A screenshot of the "Account Payment" web interface. At the top is a purple navigation bar with links: "Make Payment", "Payment Plans", "Refunds", and "Help". Below the bar, the title "Account Payment" is centered. A progress bar shows four steps: "Amount" (selected), "Method", "Confirmation", and "Receipt". The "Amount" field is set to "\$3,558.98". The "Method" dropdown menu is open, showing options: "Select Method", "Credit Card", "Credit Card via PayPath", "Other Payment Methods", "International Wire", "Electronic Check (checking/savings)", and "Bank Wire". A red asterisk indicates required information. Below the dropdown, there are "Cancel" and "Continue" buttons. At the bottom, the "convera" logo is displayed, along with text about "TransferMate" supporting international payments for tuition.

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.