Payment Plans can be created by clicking on the “Payment Plans” tab at the top of the screen.
Click on the “Enroll Now” button and select the Term to continue.
During the Fall and Spring semesters, St. John’s University offers 4 payment plans. Please select the desired payment plan option from the drop down and click the “Select” button.
The payment plan sign up and verification screen will appear. Please review the details regarding the selected payment plan and associated fees. Click on “Continue” to proceed.

<table>
<thead>
<tr>
<th>Plan Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Payment Plan</td>
</tr>
</tbody>
</table>

- **View Payment Plans for Term:**
  - Fall 2013

- **Gold Payment Plan 201370**
  - **Gold Payment Plan 201370 Details**
    - Term(s): Fall 2013
    - Previous balance term(s):
    - Enrollment deadline: 4/18/13
    - Scheduled payments: Required
    - Setup fee: $65.00
    - Minimum down payment: 25.00%
    - Number of payments: 4
    - Payment frequency: Fixed Dates

- **Continue** | **Cancel**
Please Note: Financial aid that has not been finalized will not be deducted from the amount due until the funds have processed. When additional aid or scholarships are posted to your account, your new monthly payment will automatically recalculate, followed by an e-mail confirmation.

After verifying Tuition and Housing charges click the “Display Payment Schedule” to review monthly payments and due dates.
Please review the expected down payment, setup fee and remaining installments, then click “Continue”.

### Eligible Charges and Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
<th>Down Payment($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Tuition</td>
<td>7,200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Fee</td>
<td>175.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID Fee</td>
<td>25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down payment</td>
<td></td>
<td></td>
<td>1,872.50</td>
</tr>
</tbody>
</table>

### Recalculate Payment Schedule

### Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup fee</td>
<td>Due now</td>
<td>65.00</td>
</tr>
<tr>
<td>Down Payment</td>
<td>Due now</td>
<td>1,872.50</td>
</tr>
<tr>
<td>1st Installment</td>
<td>8/7/13</td>
<td>1,404.38</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>9/5/13</td>
<td>1,404.38</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>10/3/13</td>
<td>1,404.38</td>
</tr>
<tr>
<td>4th Installment</td>
<td>11/5/13</td>
<td>1,404.38</td>
</tr>
</tbody>
</table>

**Total of installments:** 5,617.50

**Total due now:** 1,937.50
Select a payment option for the current amount due by clicking on the drop down box. Payments can be made by either ACH (electronic check) or Credit Card. Click the “Select” button to enter payment information.

**Please Note:** If the payment information had previously been saved it will appear in the drop down list as an option. Do NOT re-enter the information.
If you have chosen to use the ACH payment method, please enter all required information and “Continue”.

Plan Enrollment

Select Payment Method

Payment Method

Electronic Check (checking/savings)

Select

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.

Credit Card - We accept the following credit cards.

VISA, MasterCard, Discover, DCard, American Express

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler’s checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type: Select account type

*Routing number: (View example)

*Account number:

*Confirm account number:

*Name on account:

*Save payment method as: (e.g. Primary Checking)

Continue Cancel
If you have chosen to use the Credit Card payment method please enter required information and “Continue”.

If payment has not been accepted please refer to the common payment error codes listed below.

COMMON PAYMENT ERROR CODES
1724 – ADDRESS VERIFICATION FAILED
1725 – EXPIRED CARD
1727 – INVALID AMOUNT
1748 – BOUNCED CHECK
1760 – INVALID ACCOUNT NUMBER
1761 – INVALID EXPIRATION DATE
1764 – INSUFFICIENT FUND
You will be prompted to review and agree to the terms of the specific payment plan you have chosen. Please print a copy of the agreement, check the “I Agree” box and click the “Continue” button to process payment plan.
If you have chosen to process an ACH payment, you will be prompted to review the information and terms. Check the “I Agree” box and the “Continue” button to proceed.

IMPORTANT: This is NOT the payment confirmation. You MUST click “Continue” to process payment and complete the enrollment.
Once payment has been processed you will receive an immediate confirmation. Please print this screen for your personal records.

An e-mail will also be sent to confirm your payment plan has been established.

Payment Receipt

Your new ACH payment method has been saved.
Thank you, your payment was processed successfully.
Your enrollment in Gold Payment Plan 201370 was processed successfully.

Payment Confirmation
Payment Date: Tuesday, April 16, 2013
Payment Time: 02:04:12 PM CDT
Name of Payee: St. John’s University
Name on Bank Account: Touchnet Test
Bank Account Type: Checking
Account Number: xxxxxx0000
Depository: CITIBANK NA 1 PENNS WAY NEW CASTLE, DE 19720
Amount Paid: $1,937.50
Student Name: Jennesa Wong
Confirmation Number: 22

Please print this page for your records.