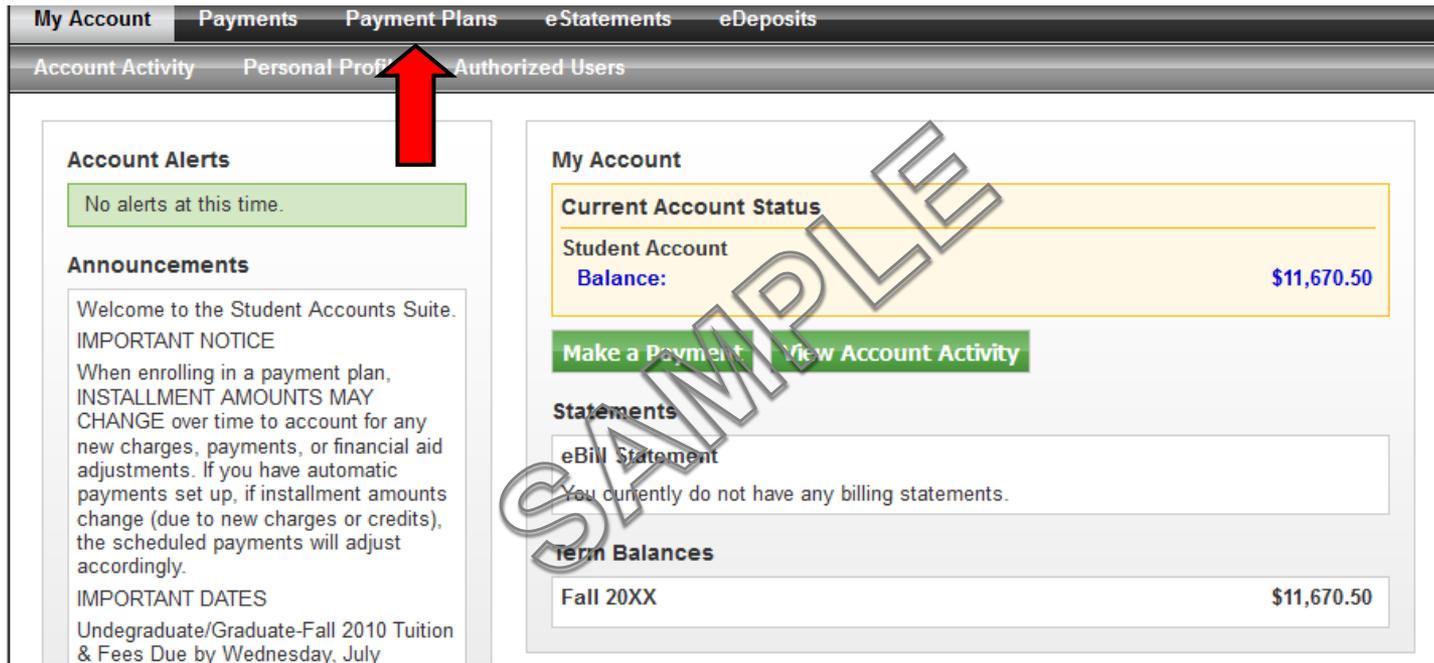




ST. JOHN'S
UNIVERSITY

User Guide for University Payment Plans

Payment Plans can be created by clicking on the “Payment Plans” tab at the top of the screen.



The screenshot displays the Student Accounts Suite interface. At the top, there is a navigation bar with tabs: **My Account**, **Payments**, **Payment Plans**, **eStatements**, and **eDeposits**. Below this, a secondary navigation bar includes **Account Activity**, **Personal Profile**, and **Authorized Users**. A red arrow points to the **Payment Plans** tab. The main content area is divided into two columns. The left column contains **Account Alerts** (No alerts at this time) and **Announcements** (Welcome to the Student Accounts Suite. IMPORTANT NOTICE: When enrolling in a payment plan, INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. If you have automatic payments set up, if installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly. IMPORTANT DATES: Undergraduate/Graduate-Fall 2010 Tuition & Fees Due by Wednesday, July). The right column contains **My Account** information, including **Current Account Status** (Student Account Balance: \$11,670.50), **Make a Payment** and **View Account Activity** buttons, **Statements** (eBill Statement: You currently do not have any billing statements.), and **Term Balances** (Fall 20XX: \$11,670.50). A large 'SAMPLE' watermark is overlaid on the right side of the interface.

Click on the “Enroll Now” button and select the Term to continue.

My Account Payments **Payment Plans** eBills eDeposits

Payment Plans

Available Payment Plans

New Payment Plans are available.
You are not currently enrolled in available payment plans but have the option to do so.

[Enroll Now](#) 

My Account **Payments** Payment Plans eStatements eDeposits

Account Payment Payment History

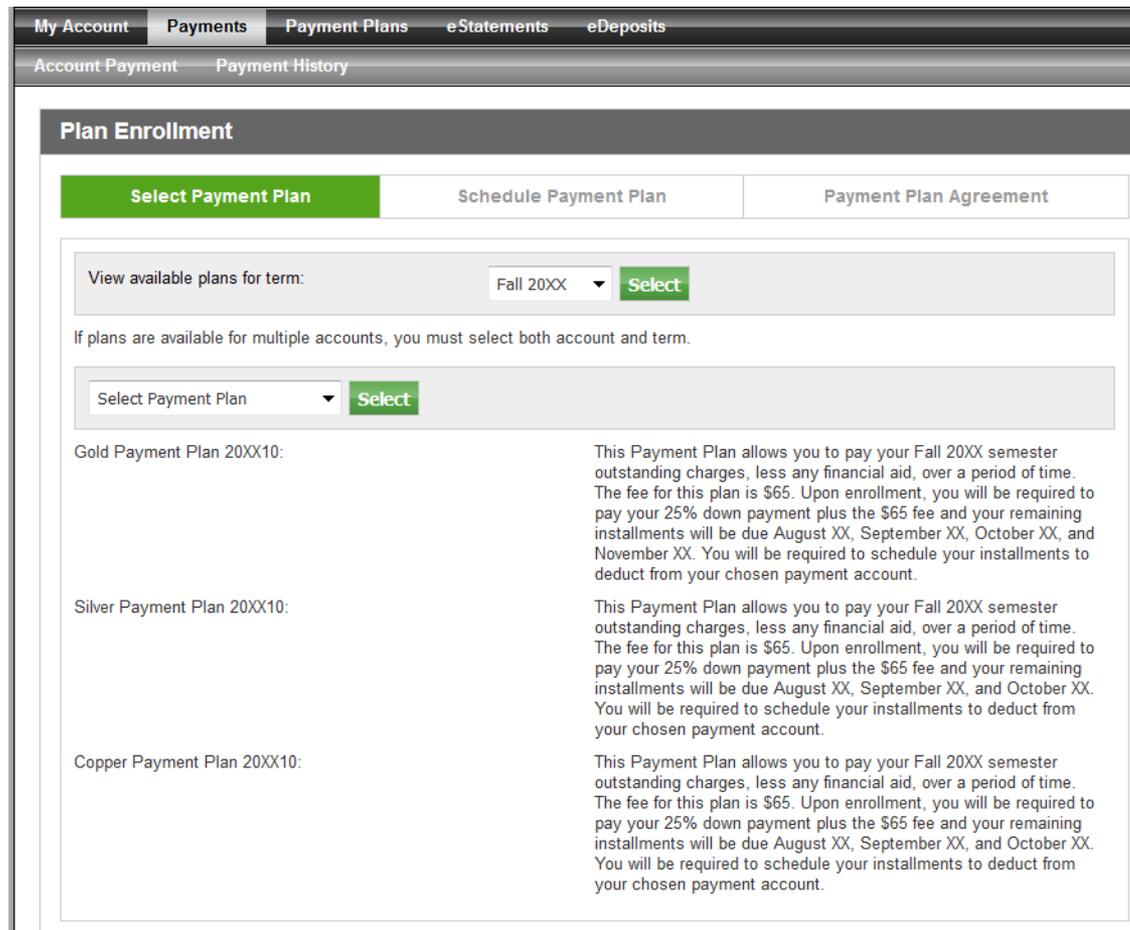
Plan Enrollment

[Select Payment Plan](#) [Schedule Payment Plan](#) [Payment Plan Agreement](#)

View available plans for term: [Select](#) 

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

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 screenshot shows a web interface for enrolling in a payment plan. At the top, there are navigation tabs: "My Account", "Payments", "Payment Plans", "eStatements", and "eDeposits". Below these are sub-tabs for "Account Payment" and "Payment History". The main heading is "Plan Enrollment".

There are three buttons: "Select Payment Plan" (highlighted in green), "Schedule Payment Plan", and "Payment Plan Agreement".

Below the buttons, there is a section for selecting a term: "View available plans for term:" followed by a dropdown menu set to "Fall 20XX" and a green "Select" button.

A note states: "If plans are available for multiple accounts, you must select both account and term."

Below this, there is another dropdown menu labeled "Select Payment Plan" and a green "Select" button.

The main content area lists three payment plans:

- Gold Payment Plan 20XX10:** This Payment Plan allows you to pay your Fall 20XX semester outstanding charges, less any financial aid, over a period of time. The fee for this plan is \$65. Upon enrollment, you will be required to pay your 25% down payment plus the \$65 fee and your remaining installments will be due August XX, September XX, October XX, and November XX. You will be required to schedule your installments to deduct from your chosen payment account.
- Silver Payment Plan 20XX10:** This Payment Plan allows you to pay your Fall 20XX semester outstanding charges, less any financial aid, over a period of time. The fee for this plan is \$65. Upon enrollment, you will be required to pay your 25% down payment plus the \$65 fee and your remaining installments will be due August XX, September XX, and October XX. You will be required to schedule your installments to deduct from your chosen payment account.
- Copper Payment Plan 20XX10:** This Payment Plan allows you to pay your Fall 20XX semester outstanding charges, less any financial aid, over a period of time. The fee for this plan is \$65. Upon enrollment, you will be required to pay your 25% down payment plus the \$65 fee and your remaining installments will be due August XX, September XX, and October XX. You will be required to schedule your installments to deduct from your chosen payment account.

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.

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

View available plans for term: Fall 20XX

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

Copper Payment Plan 20XX10

Copper Payment Plan 20XX10

This Payment Plan allows you to pay your Fall 20XX semester outstanding charges, less any financial aid, over a period of time. The fee for this plan is \$65. Upon enrollment, you will be required to pay your 25% down payment plus the \$65 fee and your remaining installments will be due August XX, September XX, and October XX. You will be required to schedule your installments to deduct from your chosen payment account.

Copper Payment Plan 20XX10 Details

Term(s):	Fall 20XX
Previous balance term(s):	
Enrollment deadline:	
Scheduled Payments:	Required
Setup fee:	\$75.00
Minimum down payment:	25.00%
Number of payments:	2
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.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
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Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
University Tuition	11,358.00	
General Fee	260.00	
Miscellaneous Fees	52.50	
Balance		11,670.50
Down payment:		2917.63

Display Schedule
Back
Cancel

Please review the expected down payment, setup fee and remaining installments, then click “Continue”.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
University Tuition	11,358.00	
General Fee	260.00	
Miscellaneous Fees	52.50	
Balance		11,670.50
Down payment:		<input type="text" value="2917.63"/>

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Down payment	Due now	2,917.63
Installment 1	9/27/16	4,376.43
Installment 2	10/27/16	4,376.44
Total of installments:		8,752.87
Total due now:		2,992.63

Continue
Back
Cancel

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.

Plan Enrollment

Select Payment Plan Schedule Payment Plan **Select Payment Method** Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Payment Method

Select Payment Method

Select Previous Step Cancel

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.

If you have chosen to use the ACH payment method, please enter all required information and “Continue”.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Select Payment Method
Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

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.








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:

*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

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Select Payment Method

Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Payment Method

Credit Card ▼

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.








*Card account number:

*Name on card:

*Card expiration date:

*Credit card type:

*Card Verification Value: [\(View example\)](#)

*Save payment method as: (e.g. My CreditCard)

Continue
Cancel

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.

Plan Enrollment

Your card information has been saved.
By agreeing and continuing, you will also be submitting a payment today of \$2,992.63 as a part of your enrollment.

Select Payment Plan Schedule Payment Plan Select Payment Method **Payment Plan Agreement**

Please read the following agreement carefully before you continue:

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$75.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$8,752.87
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$8,827.87

You have the right to view an itemization of the Amount Financed. Would you like to see your plan's Budget Worksheet?

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the setup fee.

I hereby agree to pay the setup fee of \$75.00 as well as the down payment, IMMEDIATELY upon my enrollment. I also agree to pay the balance deferred as stated in this agreement in 2 installment payment on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I acknowledge if I have chosen to be on an Autopay plan funds will automatically be deducted from my account. If I have designated a checking account and the funds are not available, there will be an NSF fee charged. I also acknowledge I will make the due to us via web check. If I have designated a credit card and the funds are not available on the installment date, the system will continue to charge my credit card every day until payment is received. I also understand that failure to meet the terms of this agreement may entitle St. John's University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the account balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of \$4,376.43 due on 09/16/16

Installment 2 in the amount of \$4,376.44 due on 10/27/16

This agreement is dated Wednesday, August 24, 2016

For fraud detection purposes, your internet address has been logged:
149.68.153.164 at 8/24/16 1:33:20 PM EDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact studentfinancialserv@stjohns.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Continue **View Worksheet** **Print Agreement** **Back** **Cancel**

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.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	Payment Agreement
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I hereby authorize **St. John's University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$50.00** return fee will be added to my student account.

Name: **Touchnet Test**

Address:

Depository:

CITIBANK NA
1 PENNS WAY
NEW CASTLE, DE 19720
Routing Number: 021000089
Account Number: xxxxx0000

This agreement is dated Tuesday,

For fraud detection purposes, your internet address has been logged: 149.68.149.241 at 4/16/13 2:00:28 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: studentfinancialserv@stjohns.edu

I agree to the above terms and conditions.

Print Agreement	Continue	Previous Step	Cancel
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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 Copper Payment Plan 20XX10 was processed successfully.	
Payment Confirmation	
Payment Date:	Tuesday,
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:	xxxxx0000
Depository:	CITIBANK NA 1 PENNS WAY NEW CASTLE,DE 19720
Amount Paid:	
Student Name:	
Confirmation Number:	22
Please print this page for your records.	