User Guide for University Payment Plan
University Payment Plans

- Payment Plans can be created by clicking on the "Payment Plans" tab at the top of the screen.
University Payment Plans

• Click on the “Enroll Now” button and select the Term to continue.
University Payment Plans

- 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.
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.
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- Please review the expected down payment, setup fee and remaining installments then click “Continue”.
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- 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.
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- If you have chosen to use the ACH payment method, please enter all required information and “Continue”.
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- 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.
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- 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.
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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.