

User Guide for University Payment Plans



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

My Account Payments Payment Plan	ns eStatements eDeposits	
Account Activity Personal Prof	thorized Users	
Account Alerts	My Account	
No alerts at this time.	Current Account Status	
Announcements	Student Account Balance:	\$11,670.50
Welcome to the Student Accounts Suite. IMPORTANT NOTICE	Make a Down of the W Account Activity	
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	Statements eBill Statement	
change (due to new charges or credits), the scheduled payments will adjust accordingly.	Term Balances	
IMPORTANT DATES	Fall 20XX	\$11,670.50
Undegraduate/Graduate-Fall 2010 Tuition & Fees Due by Wednesday, July		



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

y Account	Payments	Payment Plans	eBills	eDeposits
_	_		_	
Payment	Plans			
Available	e Payment P	lans		
New Pa	yment Plans	are available.		
You are no	t currently enroll	ed in available payme	nt plans but I	have the option to do so.
Enroll N	ow			

Account	Payments	Payment Plans	eStatements	eDeposits	
count Payme	nt Paym	ent History			
Plan Enro	ollment				
Sele	ect Paymen	t Plan	Schedule Pa	yment Plan	Payment Plan Agreement
View availa	able plans for	term:	Select Ter	rm 👻 Select 🧹	
16 - 1			and a death bath as		
IT plans are a	available for m	iuitipie accounts, you	must select both ac	count and term.	
Plan Enro Sele View availa If plans are a	ect Payment able plans for available for m	t Plan term: ultiple accounts, you	Schedule Pa Select Ter must select both ad	yment Plan rm Select ccount and term.	Payment Plan Agreement



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.

Plan Enroliment		
Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
View available plans for term:	Fall 20XX Select	
If plans are available for multiple accounts	, you must select both account and term.	
Copper Payment Plan 20XX10 👻 Se	lect	
Copper Payment Plan 20XX10		
This Payment Plan allows you to pay you this plan is \$65. Upon enrollment, you will be due August XX, September XX, and Oc account.	r Fall 20XX semester outstanding charges, less be required to pay your 25% down payment plu tober XX. You will be required to schedule your i	any financial aid, over a period of time. The fee for is the \$65 fee and your remaining installments will nstallments to deduct from your chosen payment
Copper Payment Plan 20XX10 Deta	ils	
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 P	Plan Agreement			
Please note that all amounts listed below inc billing statement. For more information about your payment schedule carefully before com Eligible Charges and Credits	Please note that all amounts listed below include the most recent activity or 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.					
Description	and a	Charges(\$)	Credits(\$)			
University Tuition	all	11,358.00				
General Fee		260.00				
Miscellaneous Fees	SV	52.50				
	Ð	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".

Select Payment Plan	Schedule Payment Plan	Payment F	Plan Agreement
Please note that all amounts listed below incli billing statement. For more information about your payment schedule carefully before compl	ude the most recent activity on your accor recent charges and/or credits, please view leting your enrollment.	unt, and may not necessa your activity since last	rily match your latest statement. Please review
Eligible Charges and Credits		\langle / \rangle	
Description	C	harges(\$)	Credits(\$)
University Tuition		11,358.00	
General Fee	$\langle Q \rangle$	260.00	
Miscellaneous Fees		52.50	
		Balance	11,670.5
		Down payment:	2917.63
Payment Schedule			
Description (C	SV .	Due Date	Amount(\$)
Setup fee	0) ^v	Due now	75.0
Down payment		Due now	2,917.6
Installment 1		9/27/16	4,376.4
Installment 2		10/27/16	4,376.44
		Total of installment	s: 8,752.87
		Total due nov	v: 2.992.6



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 p number and account number. Pa checking or savings account. Yo credit cards, home equity, travel	payments require a bank routing ayments can be made from a personal u cannot use corporate checks, i.e. er's checks, etc.					
Credit Card - We accept the fol	lowing credit cards.					
VISA DISCOVER	BCcard EDATES					



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.						
Payment Method Electronic Check (checking, Select	/savings	Personal accounts only. No e cards, home equity, traveler's Do NOT enter debit card num number and bank account nu only an example to show wh bank account number on a p	corporate accounts, i.e. credit s checks, etc. ıber. Enter the complete routing umber. The illustration shown is ere to find the routing number and ıersonal check.			
Electronic Check - Electronic number and account number. Pa checking or savings account. Yo credit cards, home equity, travel	payments require a bank routing ayments can be made from a personal ou cannot use corporate checks, i.e. ler's checks, etc.	*Account type: *Routing number: (View example)	Select account type			
Credit Card - We accept the fo	llowing credit cards.	*Account number:				
VISA Million DISCOVER		*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

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreemen
You must pay for plan fees befor system, on the date they are due If installment amounts change (d	e your enrollment can be processed. F e. You are responsible for making sure ue to new charges or credits), the scher	uture installments will be paid using th that the payment method remains vali duled payments will adjust accordingly	e same payment method, by this d for the duration of this payment pla r.
Select Payment Method		*Card account number:	
Payment Method Credit Card	T	*Name on card:	
Select		*Card expiration date:	04 💌 2014 💌
		*Credit card type:	•
Electronic Check - Electronic p number and account number. Pa checking or savings account. Yo credit cards, home equity, travel	payments require a bank routing ayments can be made from a personal u cannot use corporate checks, i.e. er's checks. etc.	*Card Verification Value: (View example)	
Credit Card - We accept the fol	lowing credit cards.	*Save payment method as: (e.g. My CreditCard)	
VISA DISCOVER			



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.

Select Payme	ent Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
Please read the followin	ig agreement care	efully before you continue.		
Finance Charge	The dollar an	mount the credit will cost you, including	al fees.	\$75.0
Amount Financed	The amount of credit provided to you or on your behalf. \$8.7!			\$8,752.8
Total of Payments	The amount	you will have paid after you have mad	e all payments as scheduled	\$8.827.8
NSTALLMENT AMOUNT shosen to be on an Autopi valiable, there will be an i- unds are not available on hat failure to meet the terr sayable by law, (2) refuse withhold grades, diplomas tosts are paid in full.	'S MAY CHANGE ay plan funds will NSF fee charged the installment do ms of this agreen e subsequent reg , or transcripts fr	It in 2 installment payment on of parts over time to account for any new day I automatically be deducted from my as I also acknowledge I war no one of the the system will control on the one attraction for any classification of the attraction for any classification of the on being released that the monotone	e in duright specified for each is the surplicits, or financial aid ad color. If this designated a chec- tring outside web check. If i have served so and so and so and so and so the surplicit card every day unit p or the surplicit card every day unit p to the source of the source plus arent classes (3) deny future en- ince, as well as all attorney fees, is	Instalment, I understand that justments, I acknowledge If I have king account and the funds are not despindated a credit card and the symmetri is received.I also understand is late fees immediately due and oliment in any payment plan, and (4) egal expenses, and other collection
NSTALLMENT AMOUNT shosen to be on an Autoprivi- visitable, there will be an i- lunds are not available on hat failure to meet the tern ayable by law. (2) refuse withhold grades, diplomas costs are paid in full. Installment 1 in the amount installment 2 in the amount fihs agreement is dated W For fraud detection purport	S MAY CHANCE ay plan funds wil Nölf fee charged the installment di ms of this agreen a subsequent reg a, or transcripts fr t of \$4,376.43 du vednesday, Augu ses, your internet	over time to account for any new does automatically be deducted from the l automatically be deducted from the l automatically be deducted from the strategy of the strategy of the ent may entitle \$1. John's brive the istration for any classific and output to being released but the release of the strategy of the on being released but the release of the strategy of the strategy of the strategy of the strategy of the strategy of the strategy of the strategy of the strategy of the strategy of the strategy of t	e in due date specified for each is the supremuts, or financial aid ad could in the designated a chec- rate support and wery day unit pro- perting out and every day unit pro- to 1) declare the full balance plus arent classes (3) deny future en- nice, as well as all attorney fees, is	Istalment, I understand that justments, I acknowledge if I have king account and the funds are not despindated a credit card and the symmetri is received. Jako understand iste fees immediately due and oilment in any payment plan, and (4) egal expenses, and other collection
NSTALLMENT AMOUNT shosen to be on an Autopi- visitable, there will be an i- lunds are not available on hat failure to meet the tern ayable by law. (2) refuss withhold grades, diplomas costs are paid in full. Installment 1 in the amount installment 2 in the amount ihis agreement is dated W for fraud detection purpor 149.68 153.164 at 8/24/16	S MAY CHANCE ay plan funds will NSF fee charged the instalment di ms of this agreen a subsequent reg a, or transcripts fr to f \$4,376.43 du to f \$4,376.44 du Vednesday, Augu ases, your internet ti 133:20 PM EDT	over time to account for any new dog over time to account for any new dog I automatically be deducted form in a I also acknowledge I vor no character with the system will conclusion for any end may entitle St. John's beiver the atration for any classics and on the om being released but in draw and the system of the system of the one being released but in draw and the system of the system of the one being released but in draw and the system of the system of the one being released but in draw and the system of the system of the one being released but in draw and the one being released but in draw and the one being released but in draw and the one being released but in draw a	e in dur date specified for each is thes, surfacets, or financial aid ad cools. If this designated a check the nurses web check. If i have server, bott card every day unit pr of this of the servery day unit pr to this decision the full behave plus arent classes (3) deny future enrince, as well as all attorney fees, b	Istalment, I understand that justments, I acknowledge if I have king account and the funds are not despindated a credit card and the symmetri is received.I also understand is the fees immediately due and oliment in any payment plan, and (4) egal expenses, and other collection
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NSTALLMENT AMOUNT hosen to be on an Autopi- visitable, there will be an i- unds are not available on hat failure to meet the tern ayable by law. (2) refusis- withhold grades, diplomas- iouts are paid in full. Instalment 1 in the amount histalment 2 in the amount histalmen	S MAY CHANCE ay plan funds with NSF fee charged the installment di ms of this agreem e subsequent region t of \$4,376.43 du t of \$4,376.44 du Vednesday, Augu ses, your internet 5 1:33.20 PM EDT DN ENTERED HER VND STATE LAW on agreement you this agreement.	and in a meanment payment on or payor over time to account for any new do automatically be deducte atom in a lation acknowledge I with no one of the ent may entitle SL other's days and istration for any classification of the istration for any classification of the one being released that no account of the state of the state and one of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the state of the must contact studentfinancial server	s induction specified for each is the surfacets, or financial aid ad color. If high designated a chec the busies web check. If i have service of the surface of the surface of the surface of the surface plus mont classes (3) deny future en ince, as well as all attorney fees, b subjects the party entermine instruction of the surface of the subjects the party entermine instruction of the surface of the subjects the party entermine instruction of the surface of the subjects of the party entermine instruction of the surface of the subjects of the party entermine instruction of the surface of the subjects of the surface of the surface is the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface of the surface	Instalment, I understand that justments, I acknowledge If (have king account and the funds are not despindated a credit card and the symeti is received, I also understant late fees immediately due and offment in any payment plan, and (4) egal expenses, and other collection is SAME TO FELONY PROSECUTION RE FULLEST EXTENT OF THE LAW
NSTALLMENT AMOUNT chosen to be on an Autopi- volable, there will be an lunds are not available on hat failure to meet the tern ayable by law. (2) refuss withhold grades, diplomas, icots are paid in full. Installment 1 in the amount installment 2 in the a	S MAY CHANCE ay plan funds with his fisher funds with his fisher of the installment di ms of this agreem a subsequent region to f \$4,376.43 du to f \$4,376.43 du to f \$4,376.44 du Vednesday, Augu ses, your internet ti 133.20 PM EDT DN ENTERED HER WID STATE LAW on agreement, you this agreement, with to agree to the	and in a maximum payment on or payor over time to account for any new do automatically be deducte atom in a latio acknowledge I with a character with the system will contain the ent may entitle SL john's drive the stration for any case and only a more than a class and only a more than a class and only a stration for any class at 24. 201 address may been looped: EON CONSTITUTES AS FRAUD AND S OF THE UNITED STATES. VIOLATO must contact studentfinancialserve terms and continue.	s inducting specified for each is the surfacets, or financial aid ad color. If high designated a chec the surfacets designated a chec the surfacet and every day until pi to surface the full balance plus amont classes (3) deny future en ince, as well as all attorney fees, b subjects the PARTY ENTERING IRS WILL BE PROSECUTED TO TH gistjohns.edu.	Istalment, I understand that justments, I acknowledge if (have king account and the funder are not despindated a credit card and the syment is received. I also understand is tale fees immediately due and obmet is any payment plan, and (4) egal expenses, and other collection is SAME TO FELONY PROSECUTION is FULLEST EXTENT OF THE LAW.



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.

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	Payment Agreement
I hereby authorize St. John's Un debit or credit the same to such a return fee will be added to my stur Name: Touchnet Test Address: Depository: CITIBANK NA 1 PENNS WAY	versity to initiate debit or credit entries ccount. In the event that this electronic p dent account.	to my Depository according to the terms ayment is returned unpaid for any leason	below,and for my Depository to I understand that a \$50.00
NEW CASTLE, DE 19720 Routing Number: 021000089 Account Number: xxxxxx0000 This agreement is dated Tuesday	Spar		
For fraud detection purposes, you	r internet address has been logged: 14	9.68.149.241 at 4/16/13 2:00:28 PM CD	Г
Any false information entered federal and state laws of the U	hereon constitutes as fraud and sub nited States. Violators will be prosed	jects the party entering same to felon cuted to the fullest extent of the law.	y prosecution under both
To revoke this authorization agree	ement you must contact: studentfinanc	ialserv@stjohns.edu	
✓ I agree to the above terms an	d conditions.		



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 say Thank you, your payment was processed s Your enrollment in Copper Payment Plan 20	ed. successfully. XX10 was processed successfully.
Payment Confirmation Payment Date:	Luesday,
Payment Time:	02:04:12 PM 2DT
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:	$\mathcal{O})^{\vee}$
Student Name:	
Confirmation Number:	22
Please print this page for your records.	