

Enrolling in Payment Plan

Login to Bill + Payment as an [Authorized User login](#) or via my.pugetsound.edu as a Student

- Click on Payment Plans at the top of the page or Enroll in Payment Plan

The screenshot shows the University of Puget Sound student account dashboard. At the top, there is a dark red header with the university logo and name on the left, and a red box containing a user ID and a 'Logout' link on the right. Below the header is a navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A section titled 'Fall Semester Billing Available July 1st!' with sub-headers 'Understanding the Balance displayed on your student account:' and 'Payment Required when balance is positive \$1,779.40.' and 'NO Payment Required when balance is negative -\$1,779.40.' Below this is another sub-header 'Having problems accessing resources in Bill + Payment?' with the text 'Please try the following potential solutions'.
- Student Account:** A section showing account details for ID: xxx2569. It lists 'Balance' as \$27,949.00, 'Estimated Financial Aid' as \$22,761.00, and 'Balance Including Estimated Aid' as \$5,188.00. Below this are three buttons: 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'.
- Statements:** A section with two entries: 'Your latest eBill Statement Statement (6/8/17) - \$27,355.00' with a 'View' button, and 'Your latest 1098-T Tax statement 2015 1098-T Statement' with a 'View' button.
- My Profile Setup:** A section with four items: 'Authorized Users', 'My Payment Profile', 'Electronic Refunds', and 'Notifications', each with a corresponding icon.

- Choose desired Term from the drop down menu and click Select

The screenshot shows the 'Plan Enrollment' page on the University of Puget Sound website. At the top, there is a dark red header with the university logo and name on the left, and a red box containing a user ID and a 'Logout' link on the right. Below the header is a navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', 'Help', and 'My Profile'. The main content area is titled 'Plan Enrollment' and contains three buttons: 'Select Payment Plan', 'Schedule Payment Plan', and 'Payment Plan Agreement'. Below these buttons is a form with the text 'Select a term to view available plans:' followed by a dropdown menu showing 'Fall 2017' and a 'Select' button. Below the form is the text 'After you select a term, if multiple accounts display, you must also select the account.'

Details of the Payment Plan should display

- Review and click Continue

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
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Select a term to view available plans: 

After you select a term, if multiple accounts display, you must also select the account.

Fall 2017 Payment Plan

The payment plan allows for extended payments of the semester balance due across the 5 months of the term. There is an \$80 participation fee for using the extended payment plan. The first payment of the plan is due August 15th with additional payments due the 15th of each month. All prior term balances must be paid by August 15th to hold student registration for the term.

You have missed the first 1 installments of this payment plan due to late enrollment.

Missed installments are due at the time of enrollment.

Fall 2017 Payment Plan Details

Term(s):	Fall 2017
Enrollment deadline:	8/14/17
Scheduled payments:	Optional
Setup fee:	\$80.00
Minimum down payment:	\$0.00
Number of payments:	5
Payment frequency:	Fixed Dates

Eligible Charges and Credits will display giving a breakdown of the Balance to which the payment plan will be applied.

Click Continue

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
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Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

You have missed the first 1 installments of this payment plan due to late enrollment. Missed installments are due at the time of enrollment.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Student Account	27,949.00	
Financial Aid Loans		3,380.00
Financial Aid Schol4		8,000.00
Payment plan setup fee	80.00	
Balance:		16,649.00
Down payment:		<input type="text" value="0.00"/>

[Display Schedule](#) [Back](#) [Cancel](#)

Payment Schedule should display listing the due date and amount for each installment of the Payment Plan. If the student has missed any installments due to late enrollment those installments will show as "Due now."

The Student or Authorized User will have the option to Schedule all future payments. If they choose No only the current installment will be paid and future payments can be scheduled at a later date.

- Click Continue to confirm installments are correct.

Payment Schedule		
Description	Due Date	Amount(\$)
Installment 1	Due now	3,329.80
Installment 2	9/15/17	3,329.80
Installment 3	10/15/17	3,329.80
Installment 4	11/15/17	3,329.80
Installment 5	12/15/17	3,329.80
Total of installments:		13,319.20
Total due now:		3,329.80

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

- Choose the Payment Method from the drop down menu to use for the enrollment fee, any past due installments, or for all installments if you chose “Yes” to setup this option. Click Select.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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You must pay the plan fees before enrollment can be processed.
All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
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 amounts of scheduled payments will adjust accordingly.

Select Payment Method

Payment method

Credit Card via PayPath *

Select Back Cancel

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Payment Plan Agreement will display.

- Check the "I Agree" box at the bottom of the page and Continue

Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$3,329.80 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.			
Annual Percentage Rate	The cost of your credit as a yearly rate.		0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.		\$80.00
Amount Financed	The amount of credit provided to you or on your behalf.		\$16,569.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.		\$16,569.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

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 finance charge.

I, **Julia Tarpey**, understand that I have scheduled my 5 installment payments and these payments will automatically be processed on 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 also agree to pay the payment plan setup fee of \$80.00, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I also understand that failure to meet the terms of this agreement may entitle **University of Puget Sound** 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 unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$3,329.80 due now**.

Installment 2 in the amount of **\$3,329.80 due on 9/15/17**.

Installment 3 in the amount of **\$3,329.80 due on 10/15/17**.

Installment 4 in the amount of **\$3,329.80 due on 11/15/17**.

Installment 5 in the amount of **\$3,329.80 due on 12/15/17**.

This agreement is dated Wednesday, August 16, 2017.

For fraud detection purposes, your internet address has been logged:

207.207.127.235 at 8/16/17 4:18:40 PM PDT

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 help@pugetsound.edu.

Print and retain a copy of this agreement.

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

I Agree

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

Next a Payment Agreement will display with banking information.

- Check the "I agree to the above terms and conditions" box at the bottom of the page and "Continue."

UNIVERSITY of  **PUGET SOUND** [Red Box] Logout 

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#) [My Profile](#)

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	Payment Agreement
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I hereby authorize **University of Puget Sound** 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 **\$25.00** return fee will be added to my student account.

Name: **Jonny Test**

Address:

Depository:

COMMERCE BANK

ACH DEPT.

KANSAS CITY, MO 641416248

Routing Number: 101000019

Account Number: xxxx3123

This agreement is dated Friday, August 18, 2017.

For fraud detection purposes, your internet address has been logged: 207.207.127.235 at 8/18/17 12:03:08 PM PDT

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: help@pugetsound.edu

I agree to the above terms and conditions.

Confirmation of enrollment, as well any necessary payments, will display.

Payment Receipt

Thank you. Your changes have been saved.
Thank you, your payment was processed successfully.
Your enrollment in Fall 2017 Payment Plan was processed successfully.

Payment Confirmation

Payment date:	8/18/17
Payment Time:	12:04:06
Name of Payee:	University of Puget Sound
Name on Bank Account:	Jonny Test
Bank Account Type:	Checking
Account number:	xxxx3123
Depository:	COMMERCE BANK ACH DEPT. KANSAS CITY,MO 641416248
Amount paid:	\$4,161.00
Student name:	Jolie Libert
Confirmation Number:	61

Please print this page for your records.

- Click on the Payment Plans tab at the top of the page to confirm enrollment in the plan and review the details.

Payment Plans

Available Payment Plans

You are currently enrolled in a payment plan for the current term.

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#) .

Plan Name:		Fall 2017 Payment Plan View Agreement					
Term:		Fall 2017					
Enrollment date:		8/18/17					
Payoff amount:		\$16,644.00 Pay off Plan					
Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
Fall 2017 Payment Plan -- Installment 1 of 5	0.00	8/15/17	Paid		8/18/17		
Fall 2017 Payment Plan -- Installment 2 of 5	4,161.00	9/15/17	Unpaid				Schedule
Fall 2017 Payment Plan -- Installment 3 of 5	4,161.00	10/15/17	Unpaid				Schedule
Fall 2017 Payment Plan -- Installment 4 of 5	4,161.00	11/15/17	Unpaid				Schedule
Fall 2017 Payment Plan -- Installment 5 of 5	4,161.00	12/15/17	Unpaid				Schedule
<input type="button" value="Pay Next Installment"/>							

Payment Plan History

Plan Name	Enrollment date	Removal Date	Finance Charge(\$)	Installments	Action
Fall 2017 Payment Plan (Agreement)	8/18/17 12:03:54 PM PDT		0.00	Show	View Print
Fall 2017 Payment Plan (Agreement)	5/9/17 11:36:55 AM PDT	5/10/17 11:49:37 AM PDT	0.00		View Print