

STEPS FOR SETTING UP INSTALLMENT PLAN - effective Fall 2019

1. Log into the online payment system from Self-Service, WebAdvisor or from the Pay for Classes link at the bottom of the TWU homepage.



Welcome to the TWU Online Payment System!

Student Login

Authorized User Login

This secure payment site allows students and parents to make online payments for charges assessed in the Bursar's Office. These charges include tuition/fees, housing, meal plans, library fines, etc. Students must grant authorized user access to individuals that need access to the online payment system on their behalf.

This site allows students and authorized users to:

- Make a payment
- Check account balances for both the student account and emergency loans
- View and print monthly statements
- Enroll in available installment payment plans
- Schedule future payments
- Receive the annual 1098-T tax statement electronically, if consent is given

Specific semester payment deadlines are published on the Bursar's website and in the Academic Calendar.

2. Select Enroll in Payment Plan tab.

View Account: Jill B Pioneer

Balance

\$722.56

View Activity

Enroll in Payment Plan

Make Payment

3. Select term.

Payment Plan Enrollment



Select



Schedule



Agreement

Select Account

Student Account Recv: \$722.56

Select

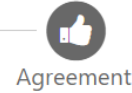
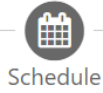
Select Term

Fall 2019

Select

4. Select Installment Plan

Payment Plan Enrollment



Select Account

Student Account Recv: \$722.56

Select

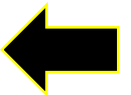
Select Term

Fall 2019

Select

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

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2019 Emergency Loan Plan	\$25.00	\$0.00	3	\$25.00	Details Select
Fall 2019 Installment Plan	\$25.00	25%	3	\$25.00	Details Select



5. Click Continue when Payment Schedule is displayed, make DUE NOW payment if required, and follow remaining steps to complete enrollment into Installment Plan. Enrollment confirmation will be displayed on screen and an email confirmation will also be sent when completed. You can say NO to set up automatic payments if you don't want to have payments deducted on the due dates automatically.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition and Fees	2,100.00	

Balance: 2,100.00

Required down payment

Additional down payment

Payment Schedule

Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	25.00
Down payment	Due now	0.00	525.00
Installment 1	9/15/19	0.00	525.00
Installment 2	10/15/19	0.00	525.00
Installment 3	11/15/19	0.00	525.00

Total Amount Paid: 0.00

Total of installments: 1,575.00

Total due now: 550.00

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.

[Back](#) [Cancel](#) [Continue](#)

