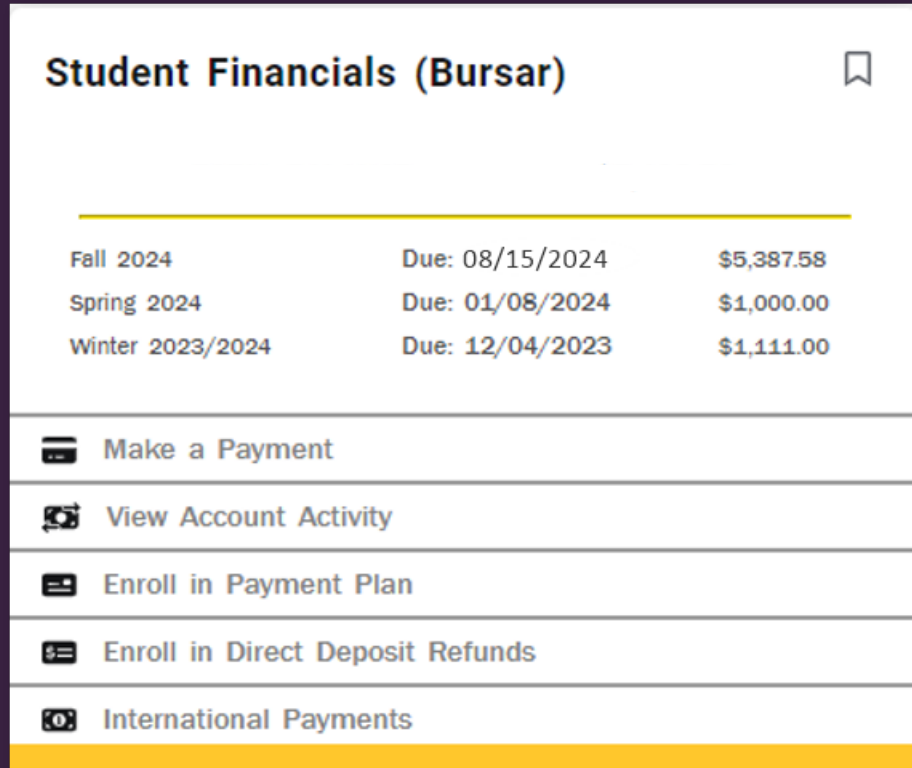


How to Enroll in a Payment Plan - Student



Student Financials (Bursar)

Fall 2024	Due: 08/15/2024	\$5,387.58
Spring 2024	Due: 01/08/2024	\$1,000.00
Winter 2023/2024	Due: 12/04/2023	\$1,111.00

- Make a Payment
- View Account Activity
- Enroll in Payment Plan
- Enroll in Direct Deposit Refunds
- International Payments

Student Financials (Bursar) in RamPortal:

- Select *Enroll in Payment Plan* in the Student Financials (Bursar) card to be redirected to Bill+Payment home page.

How to Enroll in a Payment Plan – **Authorized User(s)**

The screenshot shows the 'WCU Bill+Payment' login interface. At the top, there are two buttons: 'Student and Staff' and 'Authorized User'. The 'Authorized User' button is highlighted with a blue border. Below this, a yellow box contains the text: 'For Authorized Users only. Please enter your credentials to access your student's account.' Underneath are two input fields labeled 'Email:' and 'Password:'. To the right of the 'Password:' field is a green 'Login' button and a red 'Forgot Password' link. At the bottom, another yellow box provides contact information for the Bursar's Office: 'If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552'.

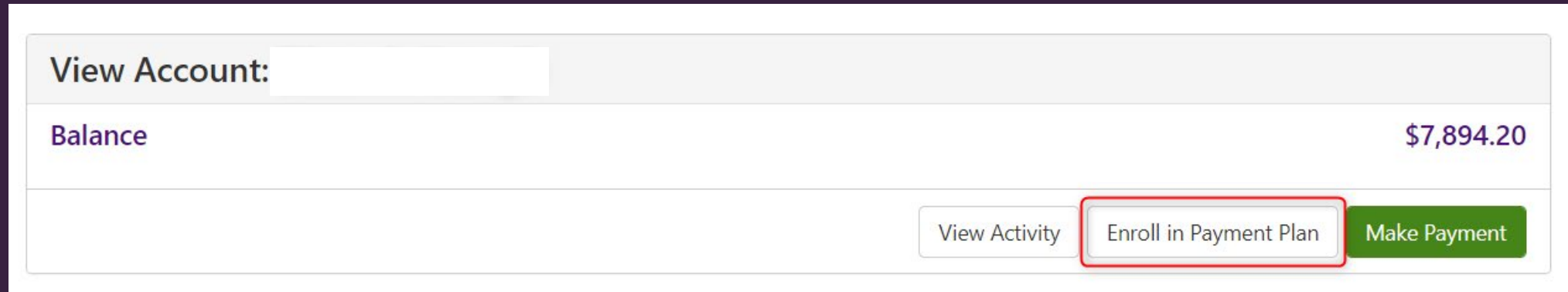
Authorized User(s):

- Access the Authorized User portal link from our website.
- Enter your login credentials to gain access to Bill + Payment

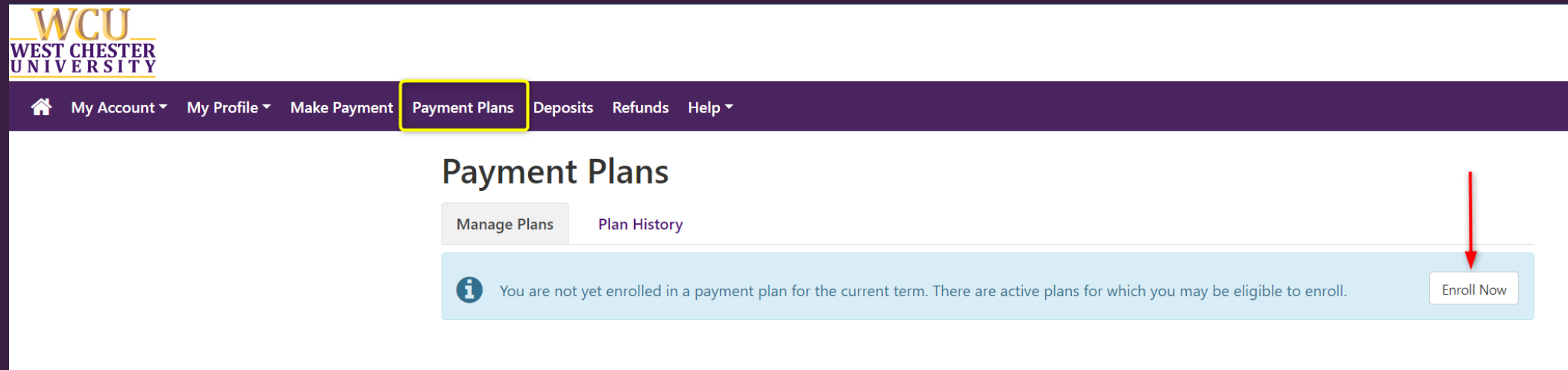
NOTE: your student will need to grant permission for any Authorized User to gain access.

How to Enroll in a Payment Plan

Select Enroll in Payment Plan on the Home Page to view all payment plan options available or select Payment Plans from the menu options.



A screenshot of a user's account summary page. At the top, there is a 'View Account:' label followed by a greyed-out input field. Below this, the 'Balance' is listed as '\$7,894.20'. At the bottom right, there are three buttons: 'View Activity', 'Enroll in Payment Plan' (highlighted with a red border), and 'Make Payment' (a green button).



A screenshot of the West Chester University (WCU) website. The top left features the WCU logo. A dark purple navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans' (highlighted with a yellow box), 'Deposits', 'Refunds', and 'Help'. Below the navigation bar, the 'Payment Plans' section is displayed. It includes tabs for 'Manage Plans' and 'Plan History'. A light blue informational banner states: 'You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.' A red arrow points to an 'Enroll Now' button located on the right side of this banner.

How to Enroll in a Payment Plan

Choose the current term from the dropdown menu

Payment Plan Enrollment

Select Schedule Agreement

Select a term Select

- Select Term
- Fall 2024 (Current)

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

How to Enroll in a Payment Plan

Select which payment plan from the options provided.

- Click *Details* to view specifics for each plan before deciding which plan fits your financial needs.

Payment Plan Enrollment

Select Schedule Agreement

Select a term: Fall 2024 (Current) Select

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

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 2024 Full Term - 5 Payments	\$35.00	20.00%	4	Details Select
Fall 2024 Full Term - 4 Payments	\$35.00	25.00%	3	Details Select
Fall 2024 Full Term - 3 Payments	\$35.00	33.00%	2	Details Select
Fall 2024 Full Term - 2 Payments	\$35.00	50.00%	1	Details Select
Fall 2024 Full Term - Bi-Weekly	\$35.00	20.00%	8	Details Select

How to Enroll in a Payment Plan

Payment Plan Enrollment

Select Schedule Agreement

Fall 2024 Full Term - 5 Payments

Plan Description

1 downpayment + 4 installments (Down payment is required at time of enrollment.)
Payments are automatically withdrawn from the specified account on the 15th of each month
(August, September, October, November)

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2024 (Current)	10,986.73	
Balance:		10,986.73

Required down payment
Additional down payment
[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Installments	Due Date	Amount(\$)
Installment 1	8/15/24	2,197.35
Installment 2	9/15/24	2,197.34
Installment 3	10/15/24	2,197.35
Installment 4	11/15/24	2,197.34
Total of installments:		8,789.38

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	35.00
Down payment	Due now	0.00	2,197.35
Total amount paid:			0.00
Total due now:			2,232.35

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

After selecting your plan, you will find specific details including:

- amount owed
- payment schedules
- installment due dates & amounts


Select **Continue** to enter your payment information

How to Enroll in a Payment Plan


You must enter the payment method for your instalments and plan.

➤ Please pay special attention to the alerts at the top of the page.


Payment Plan Enrollment




Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- 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.

Amount: \$2,232.35

Method:

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

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

Electronic Check - Payments can be made from a personal checking or savings account.

How to Enroll in a Payment Plan



Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for West Chester University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details

Student ID:

Term: Fall 2024

PayPath Payment Service accepts:



Cancel

Continue

Credit Card Payments:

If using a credit card, you will be redirected to PayPath Payment Service to enter the payment information.

➤ There is a 2.95% service fee applicable to all payments for debit and credit cards.

How to Enroll in a Payment Plan

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- 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.

Amount: \$2,232.35
Method: Electronic Check (checking/savings)
*Card payments are handled through PayPath®, a tuition payment service.

Account Information

*** Indicates required fields**

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Billing Information

*Name on account:
*Billing address:
Billing address line two:
*City:
*State:
*Postal Code:
*Save payment method as: (example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method.
Please proceed to [Security Settings](#) in My Profile to enroll.


ACH Payments:

You will be prompted to enter the banking account information if using a checking or savings account for all payments.

➤ After entering the information, you must confirm to use this account for all ACH transactions.

How to Enroll in a Payment Plan

You can view the completed plan and installments on the Home Page.

Logged in as: [User] | Logout
Student Account:

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

Announcement

Welcome to WCU Bill+Payment Portal!

Starting July 1, 2024, all payments are to be submitted using Bill+Payment Portal. Please select **Make a Payment** to pay all Summer Session balances.

Billing Information

- All billing is paperless
- If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an **Authorized User**.

Payment Plan Information

- Payment plans are available for enrollment by clicking **Payment Plans** from the menu or *Enroll in Payment Plan* button on the home page.
- All of our payment plans are automatic withdrawals on the scheduled due date.
- The bi-weekly plan dates will be scheduled based on the date of enrollment.

For more information about our payments plans, please visit our [website](#).

View Account:

Balance \$11,490.71

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

Payment Plans

Fall 2024 Full Term - 5 Payments \$8,111.90

[Pay Off Plan](#) [Pay Next Installment](#)

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 1 of 4	8/15/24			Scheduled	\$2,027.98	⚙️
Installment 2 of 4	9/15/24			Scheduled	\$2,027.97	⚙️
Installment 3 of 4	10/15/24			Scheduled	\$2,027.98	⚙️
Installment 4 of 4	11/15/24			Scheduled	\$2,027.97	⚙️

[Update All Methods](#)

Balance Not Included in Plan \$3,378.81

Statements

[Click the button to view your current account balance and details.](#) [View Statement](#)

My Profile Setup

- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)

Term Balances

Term	Balance
Fall 2024 (Current)	Covered by plan
Summer Session 2 2024	\$1,674.00
Summer Session 1 2024	\$1,704.81

