SETTING UP A TUITION INSTALLMENT PLAN (TIP)

Via Access

Begin at: www.usu.edu

Click MyUSU

Click Login to TouchNet (payment system)

Log Into Pay Path Using Your A# and strong password as used to login to Access
Step 1
Click Payment Plans

Step 2
Click Sign Up For a new Payment Plan

Step 3
Choose the semester from the first drop down box and the payment plan you would like from the second box, then click Select.
Step 3  When you have selected the appropriate installment plan for your needs, click **Continue**

**Fall Installment Plan**

Plan includes tuition, fees and single housing and dining (if applicable) charges. Four monthly installments starting August 1. $50 fee required at enrollment plus any late payments. $20 late fee each month for missed payments. Family Housing Charges will not be included in this plan.

**Fall Installment Plan Details**

<table>
<thead>
<tr>
<th>Term(s):</th>
<th>Fall 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Balance Term(s):</td>
<td>Spring 2009, Summer 2009, Fall 2009, Fall 2008, Spring 2010, Summer 2010</td>
</tr>
<tr>
<td>Enrollment Deadline:</td>
<td>08/01/2010</td>
</tr>
<tr>
<td>Scheduled Payments:</td>
<td>Optional</td>
</tr>
<tr>
<td>Setup Fee:</td>
<td>$50.00</td>
</tr>
<tr>
<td>Minimum Down Payment:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Number of Payments:</td>
<td>4</td>
</tr>
<tr>
<td>Payment Frequency:</td>
<td>Fixed Dates</td>
</tr>
<tr>
<td>Late Payment Fee:</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Continue**
Step 4  

Click Display Payment Schedule

At this point you can choose to have your payments made automatically by choosing yes. Click Continue.
Please note the areas outlined in PURPLE.

Also, please be aware that this tutorial was created by choosing the option to NOT have payments made automatically, thus the notation that you will be responsible for making installment payments.

Select your Payment Method and click Continue.

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Fee</td>
<td>Due Now</td>
<td>$50.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1st Installment</td>
<td>Due Now</td>
<td>$1,119.90</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td><strong>$1,169.98</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td>2nd Installment</td>
<td>09/01/2010</td>
<td>$1,119.90</td>
<td>$0.00</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>10/01/2010</td>
<td>$1,119.98</td>
<td>$0.00</td>
</tr>
<tr>
<td>4th Installment</td>
<td>11/01/2010</td>
<td>$1,119.99</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total of Installments:</strong></td>
<td></td>
<td><strong>$3,359.95</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

You must pay for plan fees before your enrollment can be processed. Please select a payment method below. You will be responsible for making installment payments on time, through this system, in person, or via mail.

*credit card payments are handled through PayPath™, a tuition payment service*

This payment will be applied to the $50 set-up fee and any balance that shows as currently due.
Step 6: When paying with Electronic Check, fill in the check information as shown in Example #1, then click **Continue**. For credit card payments advance to step 12.

Click here to save your payment method.

**Example #1**

Give your record a name you will remember.
Submitting a credit card payment.
Read the agreement carefully, print the agreement, then click I Agree and Continue.

Please read the following agreement carefully before you continue.

I, USU Student, hereby agree to pay the balance deferred as stated in this agreement in 3 installment payments on or before 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 $50.00, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a $20.00 late fee will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle Utah State University 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.

1st Installment in the amount of $322.01 due on 05/03/2010.
2nd Installment in the amount of $322.01 due on 06/01/2010.
3rd Installment in the amount of $322.01 due on 07/01/2010.

This agreement is dated Monday, April 12, 2010.

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

129.123.114.66 at 04/12/2010 01:21:27 PM CDT

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 bill.jensen@usu.edu.

Print and retain a copy of this agreement.

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

Print Agreement
I Agree

You will receive verification of your transaction. Please print this verification for your records.
Step 8

All major credit cards are accepted via PayPath Payment Service.

Click **Continue**.
Step 9

By clicking **Continue**, you agree to pay the $50 processing fee.

**Payment Amount Information**
In addition to the amount paid to Utah State University, a non-refundable PayPath Payment Service fee of 2.75% (minimum $3.00) will be added to your payment.

- **Payment amount:** 50.00

*Continue* | *Cancel*

Step 10

Enter the applicable information for your credit card, then click **Continue**.
Step 11 Verify your credit card information and click I Agree and Submit Payment.

You will receive verification of your transaction. Please print this verification for your records.

Thank you for setting up a Tuition Installment Plan (TIP). If you have any questions about this process, please contact the Registrar’s Office at 435-797-1116 or registrar@usu.edu

When you are finished using the online system, please “Log Out” to protect your information.