

# SETTING UP A TUITION INSTALLMENT PLAN (TIP)

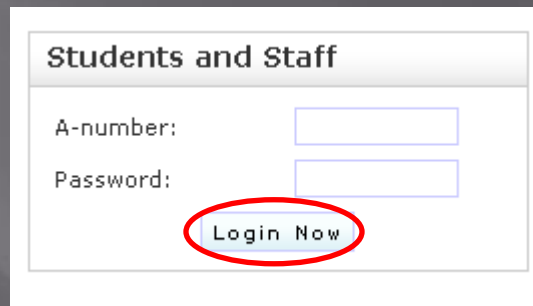
Via Access

Begin at: [www.usu.edu](http://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



**Students and Staff**

A-number:

Password:

**Login Now**

Step 1

Click Payment Plans

Welcome USU Student!

This is the place to manage your student account activity. Here you can view your bills, make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

Announcements

Welcome to Utah State University Bill Payment System. Please note that there are no additional fees for payment by electronic check. Credit card payments will be assessed a non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00).

Quick View

Current Account Status eBills Recent Payments and Credits Enroll in a Payment Plan

Current Account Status

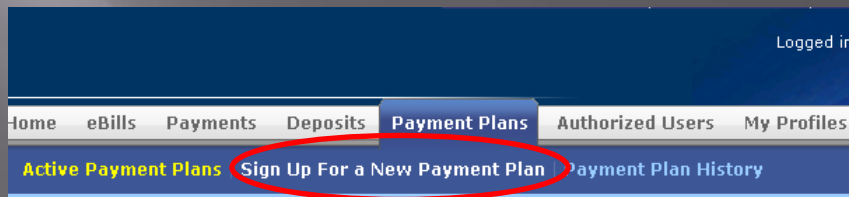
Your current account balance, including recent account activity, is \$5,678.61. You can also view transactions and pay balances from previous terms.

Current Account Status

Balance: \$5,678.61 View Current Activity Make a Payment

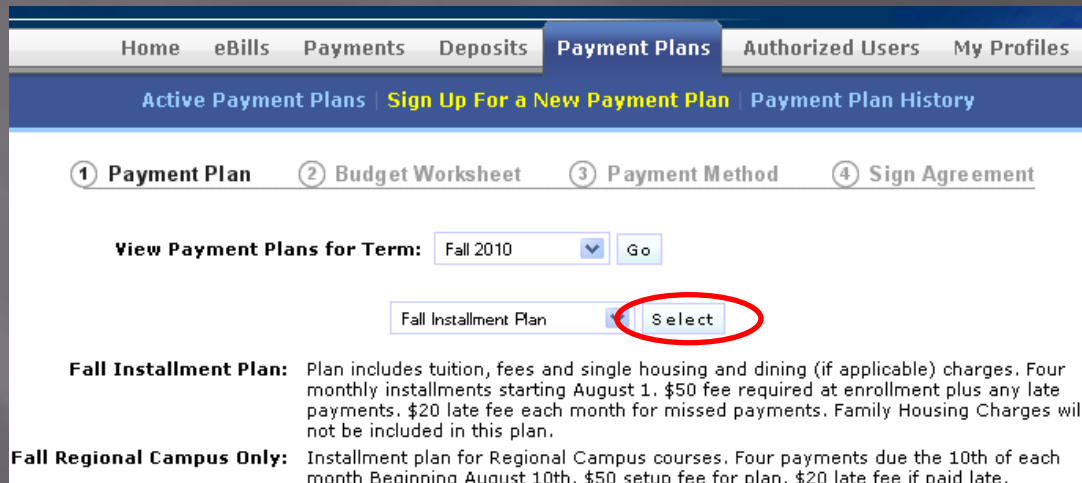
Step 2

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**

Home eBills Payments Deposits **Payment Plans** Authorized Users My Profiles

Active Payment Plans | **Sign Up For a New Payment Plan** | Payment Plan History

① **Payment Plan** ② Budget Worksheet ③ Payment Method ④ Sign Agreement

**View Payment Plans for Term:** Fall 2010

Fall Installment Plan

**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	
<b>Term(s):</b>	Fall 2010
<b>Previous Balance Term(s):</b>	Spring 2009 , Summer 2009 , Fall 2009 , Fall 2008 , Spring2010 , Summer 2010
<b>Enrollment Deadline:</b>	08/01/2010
<b>Scheduled Payments:</b>	Optional
<b>Setup Fee:</b>	\$50.00
<b>Minimum Down Payment:</b>	\$0.00
<b>Number of Payments:</b>	4
<b>Payment Frequency:</b>	Fixed Dates
<b>Late Payment Fee:</b>	\$20.00

# Click Display Payment Schedule

Home eBills Payments Deposits **Payment Plans** Authorized Users My Profiles

Active Payment Plans | [Sign Up For a New Payment Plan](#) | Payment Plan History

① **Payment Plan** ② Budget Worksheet ③ Payment Method ④ Sign Agreement

Please note that all amounts listed below include the most recent activity on 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.

	Charges	Credits
Tuition:	\$4111.49	
Student Body Fees:	\$332.94	
Class Fees:	\$35.50	
Down Payment:		\$ 0.00

**Display Payment Schedule**

<< Back Cancel

At this point you can choose to have your payments made automatically by choosing yes. Click Continue.

**Recalculate Payment Schedule**

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

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**

## Step 5 → 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.

① Payment Plan    ② Budget Worksheet    ③ **Payment Method**    ④ Sign Agreement

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

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.

- Select Payment Method -

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

<< Back    Cancel

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal check savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

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.

UtahState University Logged in as: USU Student

Home eBills Payments Deposits **Payment Plans** Authorized Users My Profiles

1 Payment Plan 2 Budget Worksheet 3 **Payment Method** 4 Sign Agreement

Payment Method: New Electronic Check (checking) Go

**Bank Account Information**  
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

ABA Routing Number:  [View Illustration](#)

Account Number:

Confirm Account Number:

Name on Account:

**Option to Save**

Save this payment method for future use

Save Payment Method As:  (e.g. Primary)  
Checking

<< Back Cancel **Continue**

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. No corporate checks allowed, i.e. credit cards, home equity, traveler's checks, etc.

Click here to save your payment method.

Give your record a name you will remember.

Example #1

Jane Doe  
1234 Main St. Apt 101  
Lenexa, KS 66215

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$

DOLLARS SECURITY FEDERAL RESERVE

Your Bank  
Address of Your Bank  
Lenexa, KS 66215

FOR \_\_\_\_\_

⑆ 23456789⑆ ⑆ 234567⑆ 1001

Check Start Number

Routing Number Account Number

⑆ 23456789⑆ 1001 ⑆ 234567⑆

Read the agreement carefully, print the agreement, then click **I Agree** and **Continue**.

**Utah State University** Logged in as: **USU Student**

Home eBills Payments Deposits **Payment Plans** Authorized Users My Profiles

**Sign Up For a New Payment Plan**

① **Payment Plan**    ② Budget Worksheet    ③ Payment Method    ④ **Sign Agreement**

**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.

129.123.114.68 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](mailto: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.

All major credit cards are accepted via PayPath Payment Service.

Click **Continue**.



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### Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for Utah State University student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00) will be added to your payment.

Transaction Details	
Student ID:	A01505436
Term:	Summer 2010

PayPath Payment Service accepts MasterCard, American Express, and Discover.



**Continue** **Cancel**



**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**.

PayPath Payment Service accepts MasterCard, American Express, and Discover.

**\*Indicates required fields**

\*Name on card:

\*Card type: MasterCard

\*Card account number:

\*Card expiration date: 04  2011

\*Card security code:  [What is this?](#)

**Billing Address**

Check if address is outside of the United States:

\*Billing address:

\*City:

\*State: Utah (UT)

\*Zip code:

\*Email address:

\*Confirm email address:

Phone number:

You will have the opportunity to review this transaction before being submitted.

**Continue** **Cancel**

**Step 11** Verify your credit card information and click **I Agree and Submit Payment**.

**Terms and Conditions**

I hereby authorize charges totaling \$53.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

**Submit Payment** **Change Information** **Cancel**

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](mailto:registrar@usu.edu)

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