As with other payment actions we will click on the “Payment Gateway” button to get to Touchnet.

Once on the Touchnet window click on the “Payment plans” tab. If you are eligible click on the “Enroll Now” button.

Select the appropriate term you wish to set up the payment plan for.
A screen with the general overview of a payment plan will be listed. When you click continue you will move to the next section which will provide specific details about your payment plan.

This screen will start with the down payment amount (25% of the total of the charges that can be deferred.) You may pay more by typing in the amount you want to pay BEFORE the $75.00 service fee. Once you click on the Display Payment Schedule button…

The details of each remaining payment and the total due now including the setup fee will be displayed. At this point you will decide to sign up for automatic payments or not. With automatic payments the method chosen will be saved and each payment due date will be processed for the next payment.

Please Note: You can pay more than what you owe for each installment, and may pay in partial payments provided they are in by the due date. But if you do not pay at least the balance due you will be charged the late payment fee.
This screen will be the agreement proper and will provide electronic agreement of the expenditure that is about to occur. When you click continue the payment method provided will be charged. If you have used a credit card there will be a 2.5% convenience fee. The total amount of the fee will be displayed in the red text at the top of the screen. Electronic checks are not subject to this fee.

Once the transaction is completed the receipt page will be displayed. This page will show the amount processed and confirmation number for the transaction. Print the page should you want a copy of this receipt for your records.
Reviewing a Payment Plan

If the student is currently enrolled in a plan the Payment Plans tab will show a summary and allow the student to view the detailed agreement.

If the student needs to pay on their payment plan they follow the information in the “Payments” section of this guide.

This is the detailed payment agreement language should you need to see more details than the summary provides.