Enrolling in a Payment Plan

Once logged in to my.sc.edu, click on the “Account Information” tab, then on “Payment Gateway.”

Once the online payment portal loads, click on “Enroll in Payment Plan” under the “Balance” information.

Select the appropriate term to enroll in the Payment Plan.
Once the term is selected, general information regarding the Payment Plan will appear under the drop-down box. Once finished reviewing, click the garnet “Continue” button at the bottom, left, of the page.

The next page will display the current total due for the down payment, as well as the payment schedule for future installment dates.

**PLEASE NOTE:** Before selecting “Continue” at the bottom of the page, a selection MUST BE MADE to either schedule the payments automatically (selected payment method will be charged automatically the day installment is due), or to NOT enroll in automatic payments.

The next step requires entering the preferred payment method. If a credit or debit card is selected and used, a 2.5% convenience fee will be charged. However, if an electronic check is used for payment, no additional charge is added.
The final page will display the Payment Plan agreement and the electronic agreement of the expenditure that will occur.

The “I Agree” box located at the bottom of the page MUST BE CHECKED before continuing.

Once the Payment Plan terms have been accepted, select “Continue”. The payment receipt with payment confirmation will then display. We strongly recommend printing and retaining this document for records purposes.

The Payment Plan Agreement can be accessed at any time under the Payment Gateway by selecting “Payment Plans” at the top of the page, then “View Agreement”.