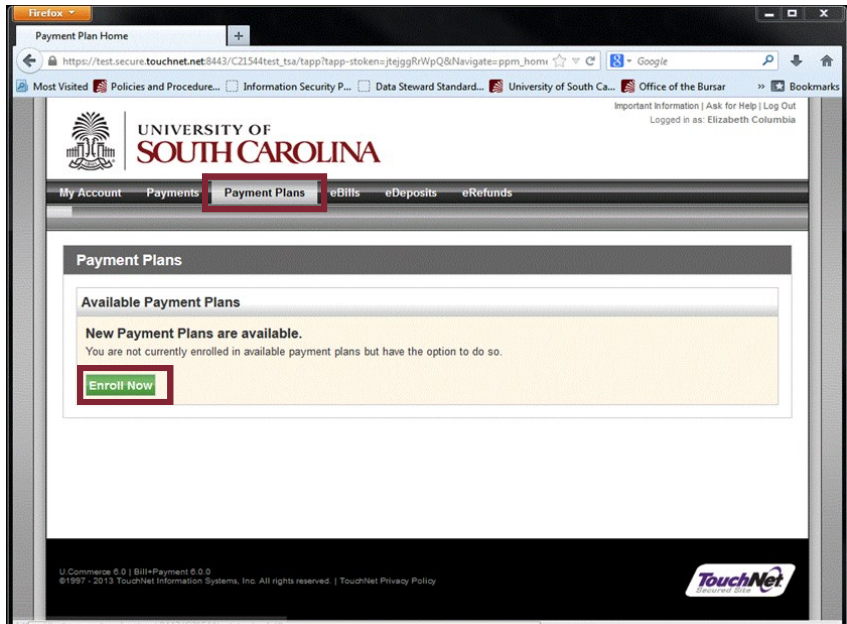


# Payment Plan Steps

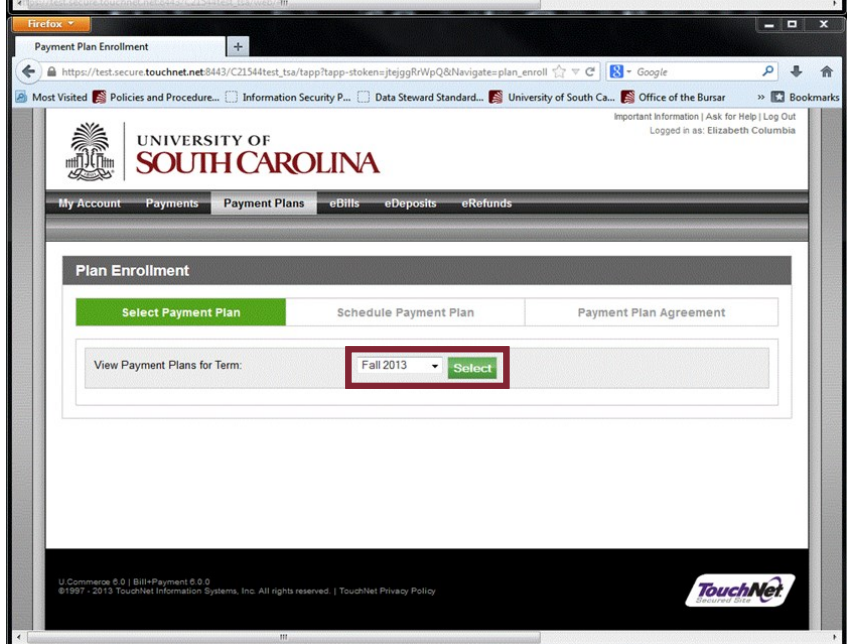
As with other payment actions we will click on the “Payment Gateway” button to get to Touchnet.

Student		Account Information	
<b>Print Bill for Term</b> View and Print your bill	<b>Account Detail by Term</b>	<b>Account Summary by Period</b>	<b>Tax Documents by Year - 1098T Tuition Statement</b>
<b>View Holds</b>	<b>Optional Fees</b> Carolina Cash, Optional Insurance and Alumni Fund	<b>Meal Plans</b> View/Change your meal plan	<b>FAQ</b>
<b>Sign up for Direct Deposit</b> Please click here, and then Click on eRefunds	<b>Payment Gateway</b> Click here to Pay your Bill, Setup a Payment Plan, Authorize Users and Direct Deposits		

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.

My Account
Payments
Payment Plans
eBills
eDeposits
eRefunds

### Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$9,416.68 as a part of your enrollment, which includes a convenience fee of \$229.68 associated with the payment method you selected.

Select Payment Plan
Schedule Payment Plan
Select Payment Method
Payment Plan Agreement

Please read the following agreement carefully before you continue.

<b>Administrative Fee (Non-Refundable)</b>	The dollar amount the Payment Plan will cost you, excluding any late fees incurred.	\$75.00
<b>Amount Deferred</b>	The amount of deferred payments provided to you or on your behalf.	\$6,759.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$6,834.00

You have the right to receive at this time an itemization of the Amount Deferred. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the Administrative Fee.

I, \_\_\_\_\_ hereby agree to pay the balance deferred as stated in this agreement in 1 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 Non-Refundable Administrative setup fee of \$75.00. I understand that a late fee of \$100.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **University of South Carolina** 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. Jurisdiction in any action to enforce this note shall be vested in the state courts of South Carolina. (5) Any Funds that are received by the University on the account will be applied toward the payment of this agreement.

1st Installment in the amount of **\$6,834.00 due now.**

This agreement is dated Monday, November 11, 2013.

**Notification:** I acknowledge and understand that this statement serves as notification of how my financial aid is being applied toward my University Student Account. I give authorization for the University to use my available Financial aid, including any Loan(s), which proceeds may have been received by the University of South Carolina via Electronic Funds Transfer (EFT) to apply to charges I owe as indicated on the Student Bill. I understand that I am responsible for all balances resulting from a reduction or cancellation of my financial aid.

**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 [bursar@mailbox.sc.edu](mailto:bursar@mailbox.sc.edu).

Print and retain a copy of this agreement.

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

☒ I Agree

Continue
View Worksheet
Print Agreement
Previous Step
Cancel

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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.

UNIVERSITY OF  
SOUTH CAROLINA

My Account
Payments
Payment Plans
eBills
eDeposits
eRefunds

Account Payment
Payment History

### Payment Receipt

Thank you, your payment was processed successfully.  
Your enrollment in TEST FOR SPRING was processed successfully.

**Payment Confirmation**

Payment Date:	Monday, November 11, 2013
Payment Time:	08:21:08 AM CST
Name of Payee:	
Name on Card:	
Account Number:	xxxxxxxxxxxx5454
Amount Paid:	\$9,187.00
Convenience Fee:	\$229.68
Total Amount Paid:	\$9,416.68
Description:	Student Account Payment
Student Name:	
Confirmation Number:	20131111000002
Authorization Code:	082104

Card not present for this transaction. Please print this page for your records.

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# 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.

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#).

Plan name: WEB 4 Payment Plan FOR PROD  
Enrolled by: Kelly Beaufort  
Term: Fall 2013  
Enrollment date: 06/05/2013  
Down payment: \$1,000.00  
Payoff amount: \$128.13 | [Pay off Plan](#)

[View Agreement](#)

Installment	Due Date	Status	Amount Due(\$)
1 of 3	06/05/2013	Paid	0.00
2 of 3	06/07/2013	Paid	0.00
3 of 3	12/16/2013	Unpaid	128.13

**Payment Plan History**

Plan Name	Enrollment Date	Removal Date	Finance Charge(\$)	Installments
Fall Installment Plan (4)   <a href="#">View Agreement</a>	2013-05-10 02:17:05.0		75.00	<a href="#">Show</a>
WEB 4 Payment Plan FOR PROD   <a href="#">View Agreement</a>	2013-06-05 02:40:36.0		0.00	<a href="#">Show</a>
WEB 4 Payment Plan FOR PROD   <a href="#">View Disclosure</a>	2013-06-05 02:40:36.0		0.00	<a href="#">Show</a>
WEB 4 Payment Plan FOR PROD   <a href="#">View Disclosure</a>	2013-06-05 02:40:36.0		0.00	<a href="#">Show</a>
WEB 4 Payment Plan FOR PROD   <a href="#">View Disclosure</a>	2013-06-05 02:40:36.0		0.00	<a href="#">Show</a>
test plan for fall 2013   <a href="#">View Agreement</a>	2013-05-09 09:44:11.0	2013-05-09 10:45:52.807		

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

**Agreement for WEB 4 Payment Plan FOR PROD**

Please read the following agreement carefully before you continue.

**WEB 4 Payment Plan FOR PROD Enrollment Agreement**

Administrative Fee (Non-Refundable)	Amount Deferred	Total of Payments
The dollar amount the Payment Plan will cost you, excluding any late fees incurred.	The amount of deferred payments provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
\$0.00	\$1,001.80	\$1,001.80

You have the right to receive at this time an itemization of the Amount Deferred. Select View Worksheet below for a printable version of this itemization. If you pay your plan off early, you will not have to pay a penalty.

I, \_\_\_\_\_, 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 understand that a late fee of \$100.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **University of South Carolina** 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. Jurisdiction in any action to enforce this note shall be vested in the state courts of Richland County, South Carolina. (5) Any Funds that are received by the University on the student account will be applied toward the payment of this agreement.

1st Installment in the amount of **\$0.00 due on 6/5/13.**  
2nd Installment in the amount of **\$0.00 due on 6/7/13.**  
3rd Installment in the amount of **\$128.13 due on 12/16/13.**

This agreement is dated Wednesday, June 19, 2013.

**Notification:** I acknowledge and understand that this statement serves as notification of how my financial aid is being applied toward my University Student Account. I give authorization for the University to use my available financial aid, including any Loan(s), which proceeds may have been received by the University of South Carolina via Electronic Funds Transfer (EFT) to apply to charges I owe as indicated on the Student Bill. I understand that I am responsible for all balances resulting from a reduction or cancellation of my financial aid.