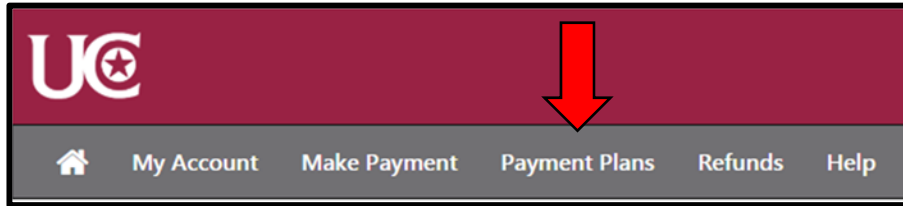


Enrolling in a Payment Plan

The University will now offer payment plan options for students that have a qualifying account balance. To inquire about account balance requirements, please visit the Student Solutions Center on campus or send an email to billpayment@ucwv.edu . If you have an eligible account balance, you will be able to enroll through the payment portal.

Once you are logged into the payment portal, choose **Payment Plans** on the menu:



If eligible, you will see a message stating “**There are active plans for which you may be eligible to enroll.**” Select **Enroll Now**.

Payment Plans

Manage PlansPlan History

You are not yet enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

Enroll Now

Select the academic term from the menu:

Payment Plan Enrollment

Select

Schedule

Agreement

Select Term

Select Term

Select Term

Fall 2019

Select

Eligible payment plans will be shown *(It is important to note that these images are for instructional purposes only, and the plans shown in this demonstration may vary from the actual plans offered by the University once the updated payment portal is completed.)*

Payment Plan Enrollment



Select



Schedule



Agreement

Select Term

Fall 2019

▼

Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 2019 Term - 10 Months	\$50.00	\$0.00	10	Details Select
Fall 2019 Term - 5 Months	\$50.00	20%	4	Details Select

Once you select a plan, you will be shown a schedule of payment due dates and installment amounts.

Fall 2019 Term - 5 Months

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2019	5,071.00	
Payment plan setup fee	50.00	
Balance: 5,121.00		

Required down payment

1024.20

Additional down payment

0.00

Payment Schedule

Description	Due Date	Amount(\$)
Down payment	Due now	1,024.20
Installment 1	12/7/19	1,024.20
Installment 2	1/7/20	1,024.20
Installment 3	2/7/20	1,024.20
Installment 4	3/7/20	1,024.20
Total of installments:		4,096.80
Total due now:		1,024.20

The first installment is due at the time of enrollment. The remaining installments will be due monthly. There is a \$50 enrollment fee for all payment plans. This charge will be rolled into your installment payments.

You have the option to schedule automatic payments for your monthly installments:

Set up Automatic Payments

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

If you select yes, you will be directed to the following. If you already have a payment method saved on your profile, you can choose it from the drop down menu, or you can enter a new payment method:

You must pay the plan fees before enrollment can be processed.

All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.

You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount

\$1,024.20

Method

Select Method

Back

Cancel

Continue

After you select the payment method to be used for your installments, you will be presented with the payment plan agreement:

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$1,024.20 as a part of your enrollment

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$50.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$4,046.80
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$4,096.80

You have the right to receive at this time an itemization of the Amount Financed. 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 finance charge.

I, **Jane Touchnet**, understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I also agree to pay the payment plan setup fee of \$50.00. I also understand that failure to meet the terms of this agreement may entitle **University of Charleston** 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.

Installment 1 in the amount of **\$1,024.20 due on 12/7/19**.

Installment 2 in the amount of **\$1,024.20 due on 1/7/20.**

Installment 3 in the amount of **\$1,024.20 due on 2/7/20.**

Installment 4 in the amount of **\$1,024.20 due on 3/7/20.**

This agreement is dated 11/7/19 9:57:52 PM CST.

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

75.109.48.157 at 11/7/19 9:57:52 PM CST

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 **billpayment@ucwv.edu**.

Print and retain a copy of this agreement.

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

☐ I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue

If you choose not to have your payments automatically charged to a credit card or drafted from a bank account, you will be sent directly to the Payment Plan Agreement.

If you have any additions or reductions to your account balance after you are enrolled into a payment plan, your installment amounts due will automatically adjust. You will receive an email notification when that happens.

Once enrolled into a plan, you cannot remove yourself from the plan. If circumstances arise that you feel you are unable to meet the payment requirements, please see the Student Accounts Manager.