






How to Enroll in a Payment Plan - **Student**

Student Financials (Bursar)

TOTAL BALANCE		\$7,498.58
Fall 2024	Due: 08/12/2024	\$5,387.58
Spring 2024	Due: 01/08/2024	\$1,000.00
Winter 2023/2024	Due: 12/04/2023	\$1,111.00

-  [Make a Payment](#)
-  [View Account Activity](#)
-  [Enroll in Payment Plan](#)
-  [Enroll in Direct Deposit Refunds](#)
-  [International Payments](#)

Student Financials (Bursar) in Ram Portal:

- Select *Enroll in Payment Plan* in the Student Financials (Bursar) card to be redirected to Bill+Payment home page.

How to Enroll in a Payment Plan – **Authorized User(s)**

The screenshot shows the 'WCU Bill+Payment' login interface. At the top, there are two buttons: 'Student and Staff' and 'Authorized User', with the latter being highlighted. Below this is a yellow box with instructions: 'For Authorized Users only. Please enter your credentials to access your student's account.' This is followed by input fields for 'Email:' and 'Password:'. A 'Forgot Password' link and a green 'Login' button are positioned below the password field. At the bottom, another yellow box provides contact information for the Bursar's Office: 'If you need assistance, please contact the Bursar's Office at bursar@wcupa.edu or (610) 436-2552'.

Authorized User(s):

- Access the Authorized User portal link from our website.
- Enter your login credentials to gain access to Bill + Payment

NOTE: your student will need to grant access to any Authorized User to gain access.

How to Enroll in a Payment Plan

Select Enroll in Payment Plan on the Home Page to view all payment plan options available

The screenshot displays the WCU student portal home page. At the top left is the WCU logo. At the top right, it shows the user is logged in and provides a 'Logout' link. A navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A yellow banner with a '0' icon stating, "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page."
- Welcome to WCU Bill+Payment!** A section with a yellow highlight stating "Fall Bills are Due August 12, 2024".
- Fall 2024 Billing Information:** A list of bullet points: "All billing is paperless", "If a parent/guardian would like notification of when the statements are available and have direct access to the billing portal, add them as an Authorized User."
- Payment Plan Information:** A list of bullet points: "Payment plans are available for enrollment by clicking **Payment Plans** from the menu or *Enroll in Payment Plan* button on the home page.", "All of our payment plans are automatic withdrawals on the scheduled due date.", "The bi-weekly plan dates will be scheduled based on the date of enrollment."
- View Account:** A section showing the account balance as "\$10,986.73". Below the balance are three buttons: "View Activity", "Enroll in Payment Plan" (highlighted with a red box and a red arrow), and "Make Payment".
- Statements:** A section with an information icon and the text "Click the button to view your current account balance and details." and a "View Statement" button.
- My Profile Setup:** A sidebar menu with icons and labels for "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings", and "Electronic Refunds".
- Term Balances:** A table showing the current term balance.

Term	Balance
Fall 2024 (Current)	\$10,986.73

How to Enroll in a Payment Plan

Choose the current term from the dropdown menu

Payment Plan Enrollment

Select → Schedule → Agreement

Select a term Select

- Select Term
- Fall 2024 (Current)


If plans are available for multiple accounts, you must select both account and term.

How to Enroll in a Payment Plan


Select which payment plan from the options provided.

- Click *Details* to view specifics for each plan before deciding which plan fits your financial needs.


Payment Plan Enrollment



Select



Schedule



Agreement

Select a term Fall 2024 (Current) ▼ Select

If plans are available for multiple accounts, you must select both account and term.

Plan Name	Setup Fee	Required Down Payment	Installments	Action	
Fall 2024 Full Term - 5 Payments	\$35.00	20.00%	4	Details	Select
Fall 2024 Full Term - 4 Payments	\$35.00	25.00%	3	Details	Select
Fall 2024 Full Term - 3 Payments	\$35.00	33.00%	2	Details	Select
Fall 2024 Full Term - 2 Payments	\$35.00	50.00%	1	Details	Select
Fall 2024 Full Term - Bi-Weekly	\$35.00	20.00%	8	Details	Select

How to Enroll in a Payment Plan

Payment Plan Enrollment

SelectScheduleAgreement

Fall 2024 Full Term - 5 Payments

Plan Description

1 downpayment + 4 installments (Down payment is required at time of enrollment.)
Payments are automatically withdrawn from the specified account on the 15th of each month
(August, September, October, November)

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2024 (Current)	10,986.73	
Balance:		10,986.73

Required down payment

Additional down payment

[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Installments	Due Date	Amount(\$)
Installment 1	8/15/24	2,197.35
Installment 2	9/15/24	2,197.34
Installment 3	10/15/24	2,197.35
Installment 4	11/15/24	2,197.34
Total of installments:		8,789.38

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	35.00
Down payment	Due now	0.00	2,197.35
Total amount paid:			0.00
Total due now:			2,232.35

Back Cancel Continue

After selecting your plan, you will find specific details including:

- amount owed
- payment schedules
- installment due dates & amounts


Select **Continue** to enter your payment information


How to Enroll in a Payment Plan


You must enter the payment method for your instalments and plan.


➤ Please pay special attention to the alerts at the top of the page.

Payment Plan Enrollment

 Select

 Schedule

 Payment

 Agreement

This plan requires scheduled payments.

- 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: \$2,232.35

Method:

*Card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

How to Enroll in a Payment Plan



Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for West Chester University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details

Student ID: W00845473

Term: Fall 2024

PayPath Payment Service accepts:



Cancel

Continue

Credit Card Payments:

If using a credit card, you will be redirected to PayPath Payment Service to enter the payment information.

➤ There is a 2.95% service fee applicable to all payments for debit and credit cards.

How to Enroll in a Payment Plan

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- 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: \$2,232.35
Method: Electronic Check (checking/savings) ▼

*Card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type ▼

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State: Select State ▼

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method.
Please proceed to [Security Settings](#) in My Profile to enroll.

ACH Payments:

You will be prompted to enter the banking account information if using a checking or savings account for all payments.

➤ After entering the information, you must confirm to use this account for all ACH transactions.

How to Enroll in a Payment Plan

You can view the completed plan and installments on the Home Page.

The screenshot displays the WCU West Chester University student portal. At the top left is the WCU logo. The top right shows the user is logged in and has a 'Logout' button. A navigation bar contains links for 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A 'Welcome to WCU Bill+Payment!' message with a highlighted note that 'Fall Bills are Due August 12, 2024'. Below this is 'Fall 2024 Billing Information' and 'Payment Plan Information'.
- Account Summary:** A yellow banner prompts the user to sign up for direct deposit. Below, the 'View Account' section shows a balance of \$8,789.38 and buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.
- Payment Plans:** A section titled 'Payment Plans' shows a 'Fall 2024 Full Term - 5 Payments' plan with a total amount of \$8,789.38. It includes buttons for 'Pay Off Plan' and 'Pay Next Installment'. A table lists the scheduled installments:

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 1 of 4	8/15/24	[Redacted]	[Redacted]	Scheduled	\$2,197.35	[Gear icon]
Installment 2 of 4	9/15/24	[Redacted]	[Redacted]	Scheduled	\$2,197.34	[Gear icon]
Installment 3 of 4	10/15/24	[Redacted]	[Redacted]	Scheduled	\$2,197.35	[Gear icon]
Installment 4 of 4	11/15/24	[Redacted]	[Redacted]	Scheduled	\$2,197.34	[Gear icon]

Below the table is an 'Update All Methods' button. A 'Balance Not Included in Plan' section shows \$0.00. The 'Statements' section at the bottom has an information icon and a 'View Statement' button.- My Profile Setup:** A sidebar menu with options: 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', and 'Electronic Refunds'.
- Term Balances:** A section showing 'Fall 2024 (Current)' is 'Covered by plan'.