



Payment Plan Enrollment Instructions

A Payment Plan is available to all undergraduate, graduate, (including online programs), law, and seminary students, with the exception of Online MBA students. Plan enrollment is required **each term** in which you participate in the Payment Plan.

Step 1: Once you are logged into the E-Bill System, you can select **Enroll in Payment Plan** from the home screen or you can also select from the **Payment Plans** section in the top menu bar.

Home My Account Make Payment **Payment Plans** Deposits Help

Announcement

Always Allow Popups! Billing statements display in a new tab or window. Set your browser to allow pop-ups from pay.baylor.edu. Click [here](#) for help.

To view semester and monthly billing statements, click My Account, then click Statements.

Student Account ID: xxxxx7496

Balance \$3,650.00

View Activity **Enroll in Payment Plan** Make Payment

My Profile Setup

- Authorized Users
- Payment Profile
- Consents and Agreements

Step 2: In the drop-down menu, select the term for which you are enrolling.

Home My Account Make Payment Payment Plans Deposits Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term **Select Term** Select



Step 3: Review the basic details of the plan in which you are enrolling and click **Select**.

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#) [My Profile](#)

Payment Plan Enrollment

Select

Schedule

Agreement

Select Term Spring 2018 Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Spring 2018 Payment Plan	\$60.00	20%	4	Details Select

Note: If you wish to only view what your payment plan requirements would be, select **Details**. A window will open that will show further payment plan details. If you do not wish to continue with the enrollment process, select **Cancel**. To continue with enrollment, click **Select**.

Spring 2018 PP Test



Make down payment of 20%; four installments due the last day of January-April.

Term(s): Spring 2018

Previous balance term(s): Fall 2017 , Summer 2017 , Spring 2017

Enrollment deadline: 2/12/18

Scheduled payments: Optional

Setup fee: \$60.00

Eligible charges and credits: \$3,400.00

Required down payment: \$730.00

Due at enrollment: \$790.00

Number of payments: 4

Installment payments: \$730.00

Payment frequency: Fixed Dates

Cancel

Select



Step 4: The following screen shows the **Eligible Charges and Credits** for the Payment Plan, as well as the Payment Schedule. The **Total due now** is the sum of the Down payment and the Setup Fee.

To enroll in the Payment Plan, you must first choose if you would like to set up automatic payments by selecting **Yes** or **No** to this question, then you may select **Continue**. If you do not wish to enroll in the Payment Plan at this time, select **Cancel**.

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#) [My Profile](#)

Payment Plan Enrollment

Select

Schedule

Agreement

Spring 2018 PP Test

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity](#) page, you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	3,300.00	
Fees	100.00	
Previous balance	250.00	
Balance: 3,650.00		

Required down payment

730.00

Additional down payment

0.00

Payment Schedule

Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	60.00
Down payment	Due now	0.00	730.00
Installment 1	3/31/18	0.00	730.00
Installment 2	4/30/18	0.00	730.00
Installment 3	5/31/18	0.00	730.00
Installment 4	6/30/18	0.00	730.00
Total Amount Paid:		0.00	
Total of installments:		2,920.00	
Total due now:		790.00	

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



Note: If you wish to pay an additional amount towards your down payment, input this amount using the **Additional down payment** field in the green box, click out of it, and then select **Update Schedule**. This will show the new installment amounts based on the additional down payment.

Spring 2018 PP Test

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Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	3,300.00	
Fees	100.00	
Previous balance	250.00	
Balance: 3,650.00		

Required down payment 730.00
Additional down payment 100.00

Update Schedule

Payment Schedule

Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Down payment	Due now	0.00	730.00
Installment 1	3/31/18	0.00	730.00
Installment 2	4/30/18	0.00	730.00
Installment 3	5/31/18	0.00	730.00
Installment 4	6/30/18	0.00	730.00
Total Amount Paid: 0.00			
Total of installments: 2,920.00			
Total due now: 730.00			

Spring 2018 PP Test

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	3,300.00	
Fees	100.00	
Previous balance	250.00	
Balance: 3,650.00		

Required down payment 730.00
Additional down payment 100.00

Payment Schedule

Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Down payment	Due now	0.00	830.00
Installment 1	3/31/18	0.00	705.00
Installment 2	4/30/18	0.00	705.00
Installment 3	5/31/18	0.00	705.00
Installment 4	6/30/18	0.00	705.00
Total Amount Paid: 0.00			
Total of installments: 2,820.00			
Total due now: 830.00			



Step 5: Once you have chosen to enroll in the plan, the Select Payment Method screen displays. You can make a payment using either a checking or savings account at no additional cost or by credit card (2.85% convenience fee). You will need to select the payment method that you wish to use from the drop-down menu and choose **Select**. You will then be guided through the payment method prompts.

Note: If you have chosen to set up automatic payments, this payment information will be saved and used for your future installment payments.

Payment Plan Enrollment



- 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.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Select Method

Amount \$790.00

Method

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

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

Payment Plan Enrollment



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Select Method

Amount \$790.00

Method

*Credit 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:

•Routing number: (Example)

•Bank account number:

•Confirm account number:

Billing Information

•Name on account:

☐ Check here for an international address

•Billing address:

Billing address line two:

•City:

•State/Province:

•Postal Code:

•Save payment method as: (example My Checking)

☐ Preferred payment method What is this?

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



Step 6: Once you have input your payment information, the Payment Plan Agreement will display and will include all of the plan details for your review. If you agree to the terms, you must scroll to the end of the agreement and check the box next to **I Agree** and select **Continue**.

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 \$790.00 as a part of your enrollment.

Please read the following agreement carefully before you continue.

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$60.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,920.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,980.00

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 understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due dates 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 payment plan setup fee of \$60.00. I also understand that failure to meet the terms of this agreement may entitle Baylor University 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 \$730.00 due on 3/31/18.

Installment 2 in the amount of \$730.00 due on 4/30/18.

Installment 3 in the amount of \$730.00 due on 5/31/18.

Installment 4 in the amount of \$730.00 due on 6/30/18.

This agreement is dated Monday, March 26, 2018.

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

129.62.167.102 at 3/26/18 3:24:49 PM CDT

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 Cashiers_Office@baylor.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 Worksheet

Print Agreement

Back

Cancel

Continue

Step 7: If you have chosen to use a personal checking or savings account as your payment method, the ACH Payment Agreement authorizes Baylor University to automatically draft/charge the down payment, setup fee, and any automatic payments that are set up from the account listed. If you agree, check the box next to **I agree to the above terms and conditions** and select **Continue**. If you do not wish to enroll in the payment plan at this time, select **Cancel**.

Payment Plan Enrollment



Select



Schedule



Payment



Plan Agreement



Agreement

ACH Payment Agreement

I hereby authorize Baylor University to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: Bobby Baylor

Address:

123 Main Street

Waco TX 76701

Depository:

JPMORGAN CHASE

2ND FLOOR

TAMPA, FL 33610

Routing Number: 111000614

Account Number: xx34

This agreement is dated Monday, March 26, 2018.

For fraud detection purposes, your internet address has been logged: 129.62.167.102 at 3/26/18 3:25:30 PM CDT

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: Cashiers_Office@baylor.edu

☐ I agree to the above terms and conditions.

Back

Cancel

Print Agreement

Continue



Step 8: If you enroll, the next screen will show you your Payment Receipt. You can print this page for your records and you will also receive an email confirming your enrollment and the details of your future installments.

Note: If your installment amounts change and you are set up for automatic payments, an email will be sent to indicate that the plan has been adjusted and will reflect the new amounts.

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#) [My Profile](#)

Payment Receipt

- Your changes have been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Spring 2018 PP Test was processed successfully.

Payment Confirmation

Payment date:	3/26/18
Payment Time:	15:26:20
Name of Payee:	Baylor University
Name on Bank Account:	Bobby Baylor
Account number:	xx34
Depository:	JPMORGAN CHASE 2ND FLOOR TAMPA, FL 33610
Amount paid:	\$790.00
Student name:	[REDACTED]
Confirmation Number:	232

Please print this page for your records.

Step 9: You can access your payment plan from either the My Account tab (home page) or from the Payment Plans tab.

[Home](#) [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#)

Announcement

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To view semester and monthly billing statements, click [My Account](#), then click [Statements](#).

The Minimum Amount Due is shown only on your semester bill. [Where is my Minimum Amount Due?](#)

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

Student Account

ID: xxxxx7496

Balance \$2,920.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

Payment Plans

Spring 2018 PP Test \$2,920.00

Balance Not Included in Plan \$0.00

Scheduled Payments

Description	Payer	Date	Method	Amount	Action
Spring 2018 PP Test -- Installment 1 of 4	[REDACTED]	3/31/18	Bobby's Checking	\$730.00	
Spring 2018 PP Test -- Installment 2 of 4	[REDACTED]	4/30/18	Bobby's Checking	\$730.00	
Spring 2018 PP Test -- Installment 3 of 4	[REDACTED]	5/31/18	Bobby's Checking	\$730.00	
Spring 2018 PP Test -- Installment 4 of 4	[REDACTED]	6/30/18	Bobby's Checking	\$730.00	

My Profile Setup

Authorized Users

Payment Profile

Consents and Agreements

Term Balances

Spring 2018	Covered by plan
Fall 2017	Covered by plan