

Tuition Payment Plan Instructions

1. Log into [Tuition Payment PLUS](#).
2. Click on the **Payment Plans** tab located at the top menu bar.
3. Click on **Enroll Now**.
4. Select the current term from the drop down menu and click **Select**.
5. Review the payment plan information and click **Continue**.
6. Review the charges and credits for your tuition and fees and the down payment amount.
7. Click **Display Schedule** to continue. Review the displayed schedule which will show the installment amounts and due dates as well as the option to set up automatic payments. In order to continue you must choose one of the radio buttons next to **Yes** or **No** and then click **Continue**.

PLEASE NOTE: Signing up for automatic payments is optional. Your options for automatic payments are Electronic Check or Credit Card.

PLEASE NOTE: If you chose to have automatic payments, it is your responsibility to have the funds available in your bank for each scheduled payment.

PLEASE NOTE: If you have already had a payment made towards your tuition balance it will be reflected in the AMOUNT PAID column, it will also reflect in the DUE DATE column as paid.

8. Choose your payment method from the drop down menu and click **Select**.
9. Review the **Payment Plan Agreement**. Click on the box at the bottom of the page next to **I Agree to the terms and conditions** and click **Continue**.

PLEASE NOTE: You may print the agreement for your records if desired but you **MUST** click continue to complete the payment plan!

- 10 Please follow the instructions below for the payment method you have chosen:

A. **Electronic Check Payment:**

- 1) Fill in all required fields with the correct banking information and click **Continue**.
PLEASE NOTE: If your payment is rejected and returned to UVU by your bank for any reason you will be charged a \$20 non-refundable returned check fee.
- 2) Review the **Payment Plan Agreement**. Click on the box at the bottom of the page next to **I Agree** and click **Continue**.
- 3) Review the terms and conditions for the Electronic Check Payment. Click the box next to **I Agree to the above terms and conditions** and click **Continue**.
- 4) **Confirmation Page**. If you DO NOT receive this page then you DID NOT complete the payment plan! If completed successfully, you will also receive a confirmation email to your myUVU email account.

B. **PayPath Credit Card Payment:** When you use a credit or debit card there is a **non-refundable** third-party processing fee of **2.85%**(minimum \$3.00) that will be added to your payment.

- 1) This will direct you to PayPath. Click **Continue**.
- 2) Verify the payment amount and click **Continue**.
- 3) Enter card and billing information then click **Continue**.
- 4) **Confirmation Page**. If you DO NOT receive this page then you DID NOT complete the payment plan! If completed successfully, you will also receive a confirmation email to your myUVU email account.

PLEASE NOTE: If you did **NOT** schedule automatic payments, please remember to make your payments by the installment due date to avoid the late fee.