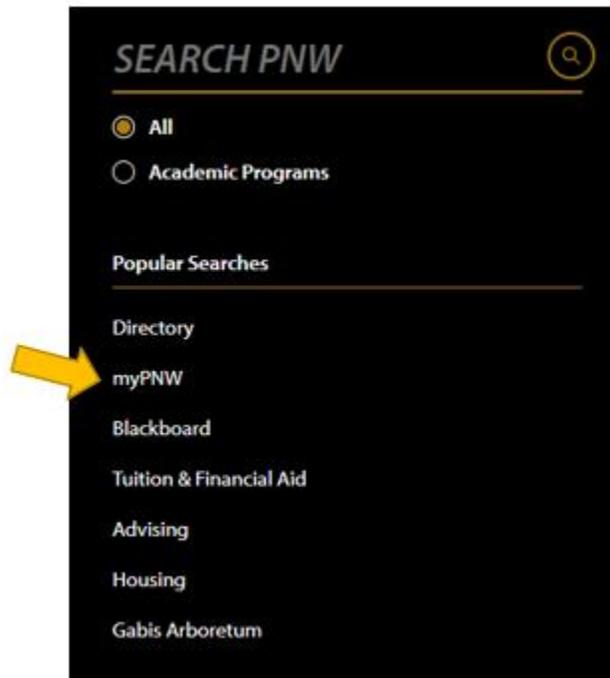


## Set Up a Payment Plan

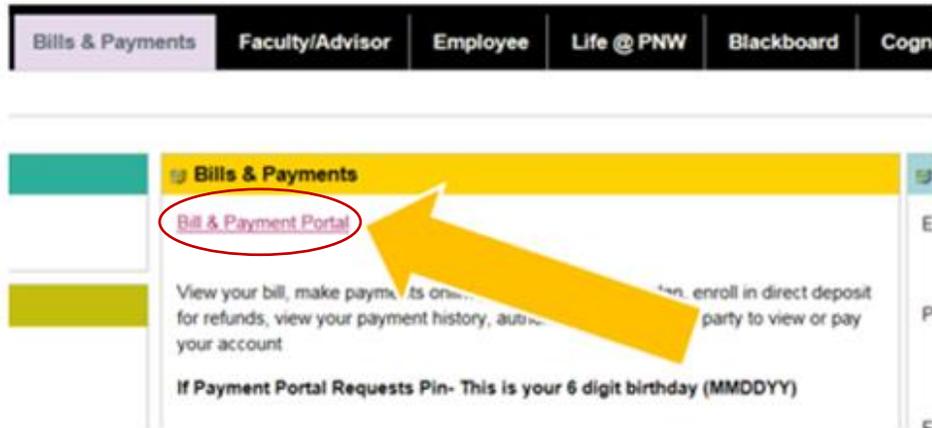
- Go to PNW.edu and click on the Search box in the upper right corner of the screen. Select myPNW and log in.



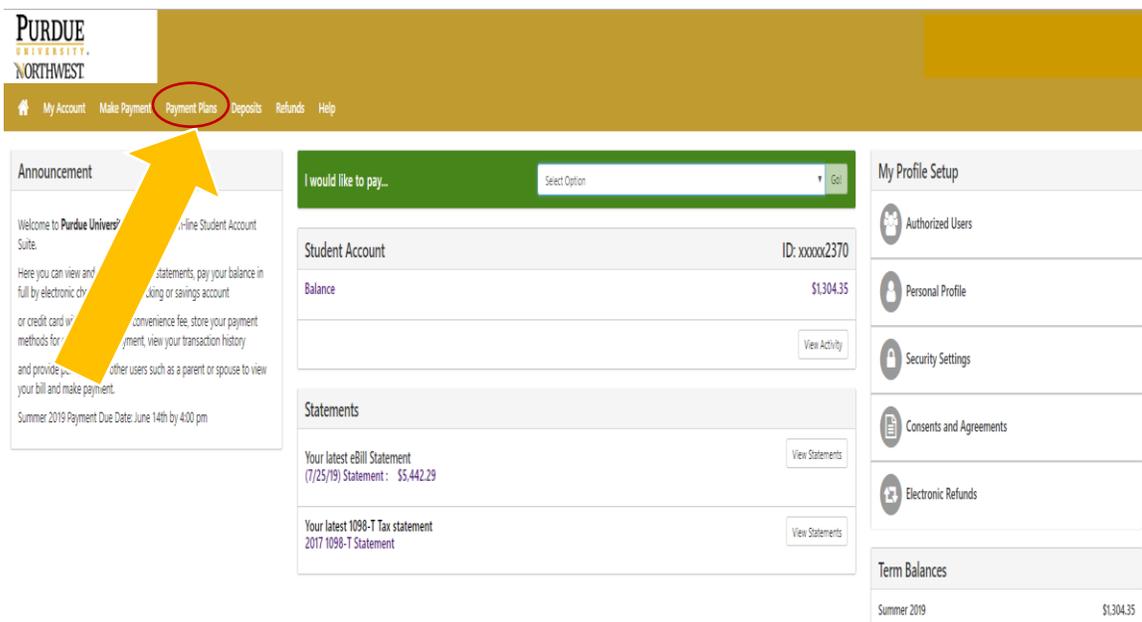
- Click on the **Bills & Payments** tab.



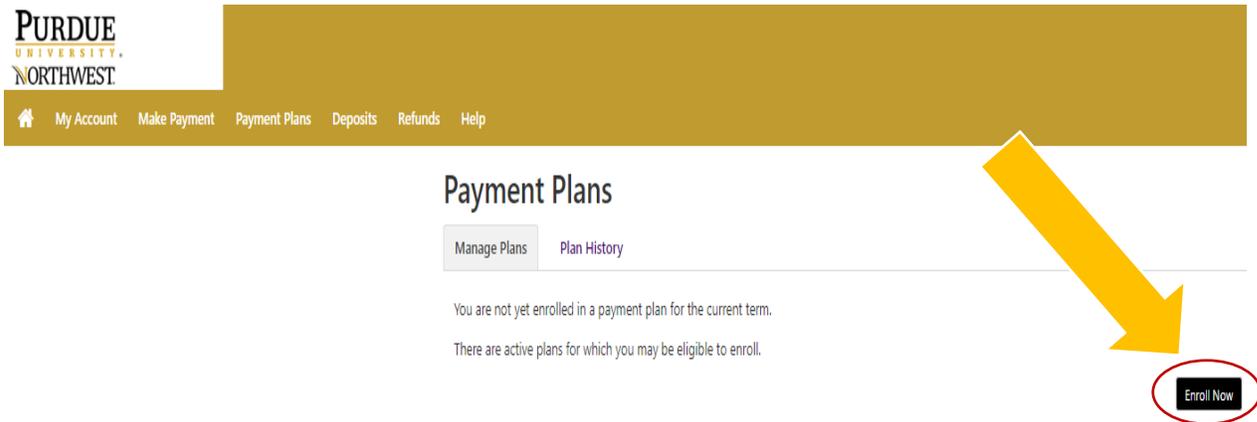
- Click on the **Bill & Payment Portal**.



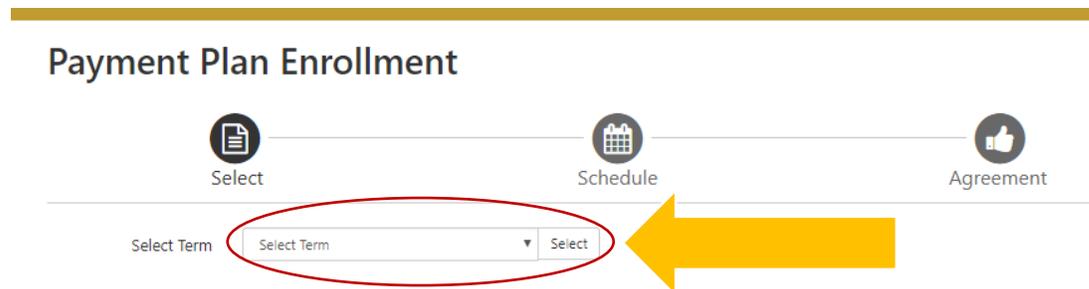
- This takes you to the **TouchNet** screen (If you receive a pop-up blocker message, click **Log into the TouchNet Payment Gateway.**) Select the **Payment Plans** tab at the top.



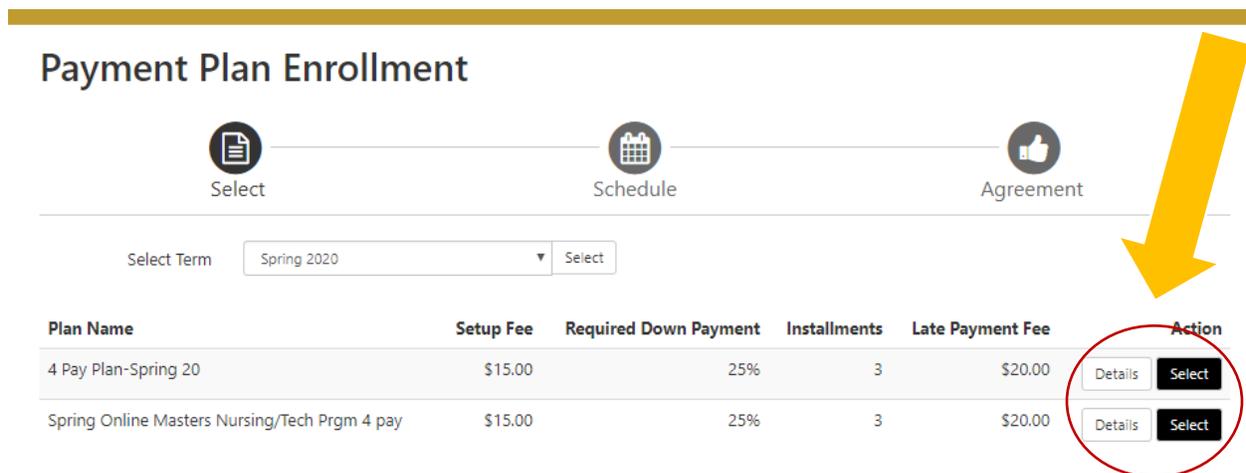
- Click on **Enroll Now**.



- Choose the **term** from the drop-down menu and then press **Select**.



- The payment plan options will appear. You may first click on the Details button to view the enrollment deadline, amounts of each installment and the setup fee. Be sure to select the general one, unless you see one for your specific Master's program listed.





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

Amount

\$489.51

Method

Select Method



Back

Cancel

Continue

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

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

- If you selected Electronic Check, the lower half of the screen appears, and you will be asked to enter the details of the account you wish to set up as your payment method. (**Note:** If you already have a payment method set up, it will display that account as one of your options.) Press Continue.

## 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.

\*Name on account:

\*Account type:

Select account type

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

\*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.

Back

Cancel

Continue

- **NOTE:** If you would like to save this payment method as a refund account, as well, you will need to follow the steps in the tutorial, **Set Up a Refund Account for Direct Deposit.**

- Read and agree to the terms of the plan and press **Continue**. (Sample below)

**Payment Plan Agreement**

You must scroll through the full agreement and select "I agree" to continue.

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$15.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$1,423.53
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$1,438.53

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 fee.

**Leo T Lion**

I, **Shari A. Boren**, understand that I have scheduled my 3 installment payments and these payments will automatically be processed on 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 payment plan setup fee of \$15.00, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a late fee of \$20.00 will be assessed for each installment payment that is late.

I also understand that failure to meet the terms of this agreement may entitle **Purdue University Northwest** 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 **\$474.51 due on 2/17/20**.  
Installment 2 in the amount of **\$474.51 due on 3/17/20**.  
Installment 3 in the amount of **\$474.51 due on 4/17/20**.

This agreement is dated 11/4/19 3:05:39 PM CST.

For fraud detection purposes, your internet address has been logged:  
163.245.17.25 at 11/4/19 3:05:39 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 [bursar@pnw.edu](mailto:bursar@pnw.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.

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

- After your down payment has been made, you will receive confirmation.