# Steps to select a Payment Plan

# TEXAS SOUTHMOST c o l l e g e









#### **Technology Help Desk**

Mon – Thur: 8:00 a.m. – 8:00 p.m. Fri: 8:00 a.m. – 5:00 p.m.

Located in Old Education Building

Phone 956.295.3800

E-Mail helpdesk@tsc.edu

Website www.tsc.edu/helpdesk











## The first time a student accesses Student Account Center, they are prompted to consent the Electronic Authorization and Title IV Authorization Form.





Make Payment Payment Plans Refunds Help My Account Click on Enroll in Payment Plan My Profile Setup Announcement Save time when paying. Set up a preferred payment profile in the Payment Profile page. Authorized Users Welcome to the TEST Texas Southmost College Student Account Center! Student Account You can view your current account activity and make Personal Profile payments. Balance You can also allow your parents or guardians to access your account to make payments and view your current Estimated Financial Aid account activity. ----Payment Profile Balance Including Estimated Aid Ð View Activity Enroll in Payment Plan Make Payment Security Settings Scheduled Payments Consents and Agreements Description Payer Method Status Action Date Amount **Electronic Refunds** 行 ٥

Term Balances Statements Your latest eBill Statement View Statements



A My Account Make Payment Payment Plans Refunds Help

## Payment Plan Enrollment





# Payment Plan Enrollment





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#### Payment Plan Enrollment



#### (3 Pay & 25% Down) Itemized

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.

Details: Enrollment in this plan allows you to pay three equal installments of your remaining

balance.

Advantages: This plan will automatically recalculate each time you have charges added or removed to your account to ensure your always paying the most accurate amount.

Show More

Eligible Charges and Credits			Payment Sched	ule	
Description	Charges(\$)	Credits(\$)	The payment plar charges and credi	n schedule provided be its that are eligible for	elow only include the payment plar
Tuition			Any additional an to paid separately	nounts owed as reflect /. You may make a pay	ed below will nee ment toward the
Fees			amount not inclue plan.	ded in the plan after e	nrolling in the
Grants			You owe an addit	ional	
Payments			Description	Due Date	Amount(\$)
Refunds			Setup fee		
Miscellaneous			Down payment		
	Ba	alance:	Installment 1		
× -	Required down payment		Installment 2		
A	dditional down payment	0.00	Installment 3		
				Total of install	ments:
				Total du	le now:
Initial Down Required Am	ount		[		
				Back	Cancel Contin

### Payment Schedule with Due Dates & Amounts

Continue

**Click Continue** 



## Payment Plan Enrollment



#### 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.





Method	
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Electronic Check (checking/savings)  $\sim$ 

Account Information	Billing Information	
* Indicates required fields	*Name on account:	
You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit	*Billing address:	
cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing	Billing address line two:	
number and bank account number as found on a personal check.	*City:	
*Account type: Select account type ~	*State:	Select State 🗸
*Routing number: (Example)	*Postal Code:	
*Bank account number:	1	
*Confirm account number:	*Save payment method as: (example My Cherking)	
	Set as your preferred payment met payment method prior to submittir	thod. You can choose a different ng any payment.
	Refund Options	
Fill out all fields	You must enroll in Two-Step Verification Please proceed to Security Settings in N	to save this as a Refund Method. Iy Profile to enroll.
		Back Cancel Continue

**Click Continue** 

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

Debit and Credit Card - We accept the following credit and debit cards.





#### ayment 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 \$107.50 as a part of your enrollment

nance Charge	The dollar amount the credit will cost you, including all fees.	\$15.00
nount Financed	The amount of credit provided to you or on your behalf.	
otal of Payments	The amount you will have paid after you have made all payments as scheduled.	

ou have the right to receive at this time an itemization of the Amount Financed. Select Print Plan Amounts below for a intable version of this itemization.

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 nance charge.

, understand that I have scheduled my 3 installment payments and these payments will atomatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS AY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the ayment plan setup fee of \$15.00. I understand that a late fee of \$15.00 will be assessed for each installment payment at is late.

also understand that failure to meet the terms of this agreement may entitle **Texas Southmost College** to (1) declare e full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes ad/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or anscripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection bets are paid in full.

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stallment 1 in the amount of **!** 

I agree to the terms and conditions.

Check mark your agreement

Click Continue



Select	Schedule	Payment	Plan Agreement	Agreement
ACH Payment Agreem	nent			
I hereby authorize <b>Texas Sout</b> debit or credit the same to sur- will be added to my student a	<b>thmost College</b> to initiate debit ich account. In the event that this account.	or credit entries to my Deposi s electron <mark>ic payment is returne</mark>	tory according to the terms below,ar d unpaid for any reason, I understan	nd for my Depository to d that a <b>\$25.00</b> return fee
Name:				
Address:				
Depository:				
Routing Number:				
Account Number:				
This agreement is dated	CDT.			
or fraud detection purposes,	your internet address has been l	logged: 198.187.195.114 at 06,	/18/2020 11:03:16 AM CDT	
Any false information enter laws of the United States. Vi	ed hereon constitutes as fraud iolators will be prosecuted to t	and subjects the party enter he fullest extent of the law.	ring same to felony prosecution ur	nder both Federal and State
To revoke this authorization a	greement you must contact: <b>stud</b>	dentaccounting@tsc.edu		
Print and retain a copy of this	agreement.			
Please check the box below to	o agree to the terms and continue	e.		
I agree to the above term	ns and conditiona			
Before you	continue check th	nis box.	Back Cancel	Print Agreement Continue

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# Payment Receipt

- Your new ACH payment method has been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in (3 Pay & 25% Down) Itemized was processed successfully.

#### **Payment Confirmation**

Payment date:

Payment Time:

Name of Payee:

Name on Bank Account:

Bank Account Type:

Account number:

Depository:

Amount paid:

Student name:

Confirmation Number:

Print receipt

Please print this page for your records.

TEXAS SOUTHMOST						
Payment Plans   Manage Plans Plan History   You are enrolled in a payment plan for the current term	Tab Mana change th	ige Plans – yo ie form of pay	u can not d ment.	eleted sche	edule payment	ts but yo
There are active plans for which you may be eligible to e	enroll.				Enro	ll Now
(3 Pay & 25% Down) Itemized Plan name Enrolled by Enrollment date Term		Setup fee Down paymer Payoff amoun	nt t	View	Agreement Pay off	Plan
Due Installment Date	Status	Payer	Payment Date	Method	Amount Due Ac	tion
	Scheduled			WellsFargo Cking	\$92.50	•
	Scheduled	-		WellsFargo Cking	\$92.50	\$

## Edit and Change Form of Payment

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