

# *Steps to select a Payment Plan*



TEXAS  
SOUTHMOST  
COLLEGE

*Presented by: Rebecca Cortez | Student Accounting | 08-04-20*

# *Steps to select a Payment Plan*

- **Step 1**

- TSC Online

- Access TSC Online through <https://www.tsc.edu/division-of-student-services/mytsc/>



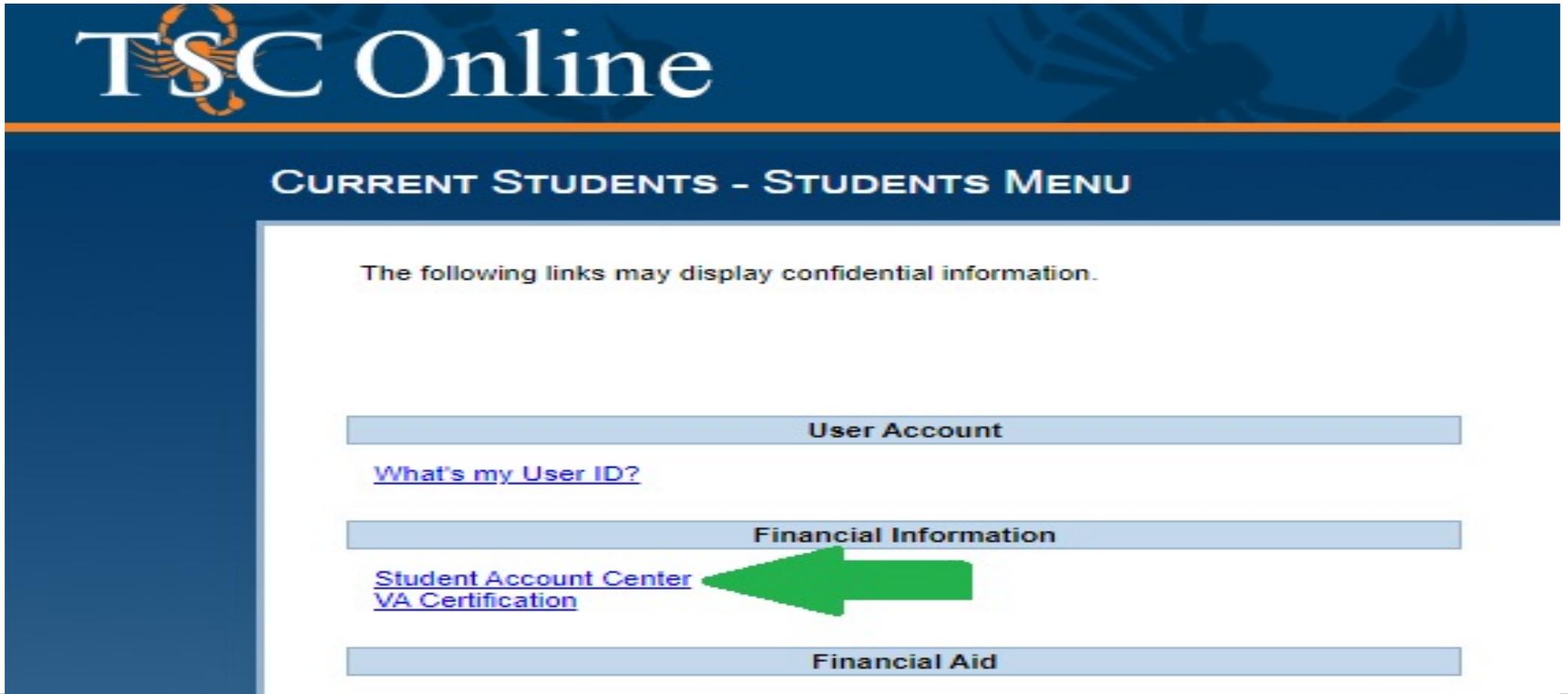
Click Log In

## Step 2 Click on the Students menu



Sign in with your email address and password when prompted

### Step 3 Click on the Student Account Center



**TSC Online**

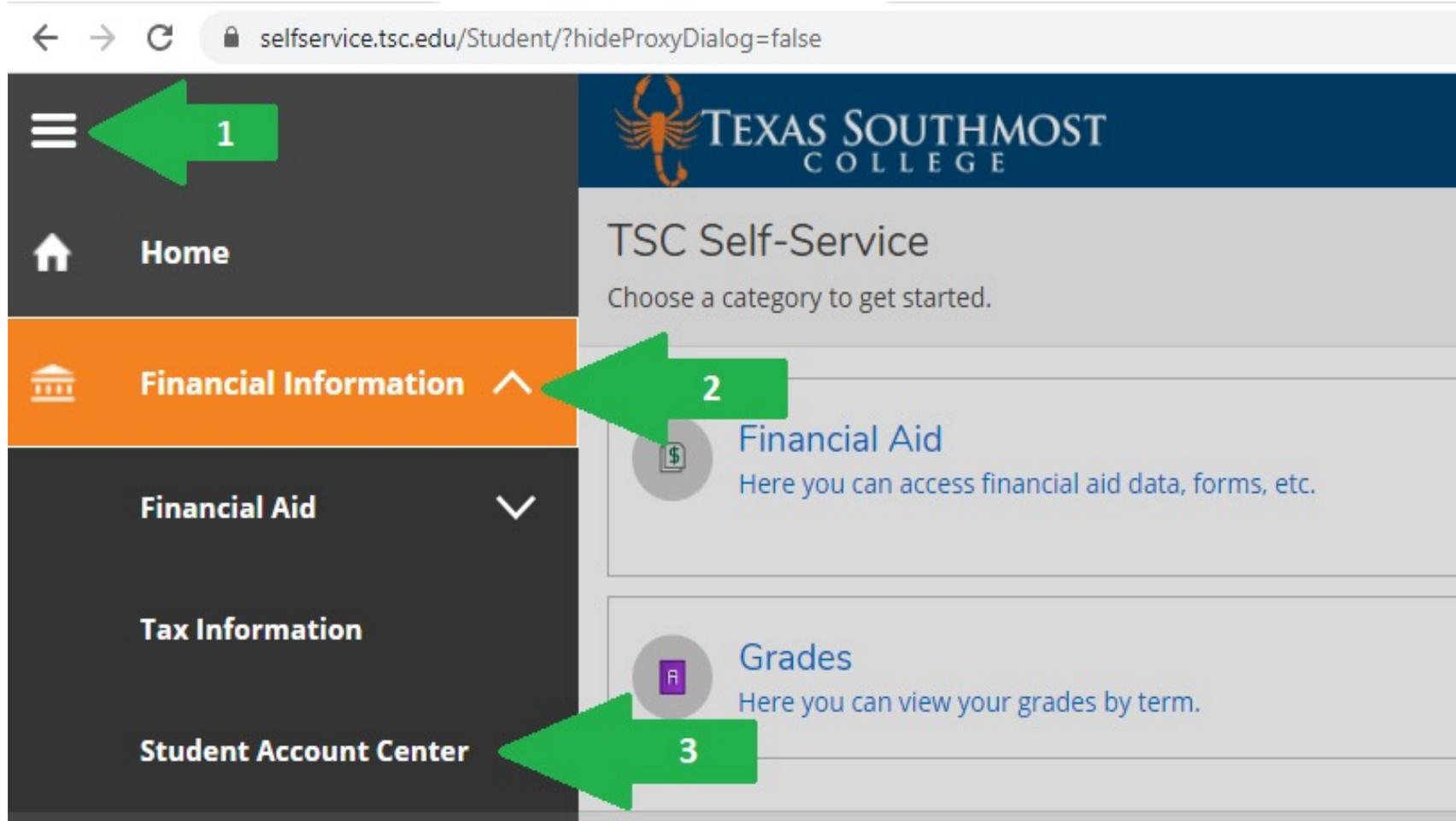
**CURRENT STUDENTS - STUDENTS MENU**

The following links may display confidential information.

- User Account**  
[What's my User ID?](#)
- Financial Information**  
[Student Account Center](#)  
[VA Certification](#)
- Financial Aid**

A green arrow points to the [Student Account Center](#) link.

← → ↻ selfservice.tsc.edu/Student/?hideProxyDialog=false



**1** 

 Home

 **Financial Information** 

**Financial Aid** 

**Tax Information**

**Student Account Center** **3**

 TEXAS SOUTHMOST  
COLLEGE

### TSC Self-Service

Choose a category to get started.

 **Financial Aid**  
Here you can access financial aid data, forms, etc.

 **Grades**  
Here you can view your grades by term.

## Step 4

Click on Enroll in Payment Plan

### Announcement

#### Welcome to the TEST Texas Southmost College Student Account Center!

You can view your current account activity and make payments.  
You can also allow your parents or guardians to access your account to make payments and view your current account activity.



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

### Student Account

ID: xxx7699

Balance	\$1,657.00
Estimated Financial Aid	\$936.00
Balance Including Estimated Aid	\$721.00

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

### Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
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### My Profile Setup

[Authorized Users](#)[Personal Profile](#)[Payment Profile](#)[Security Settings](#)[Consents and Agreements](#)[Electronic Refunds](#)

# Step 5

## Payment Plan Enrollment

  
Select  
Schedule  
Agreement

**Click on  
term**

Select Term

Select Term	Select
2020 Summer	
2020 Fall	

Select

Student  
Name  
appears  
here

# Step 6

Logged in as [Redacted]

## Payment Plan Enrollment



Select



Schedule



Agreement

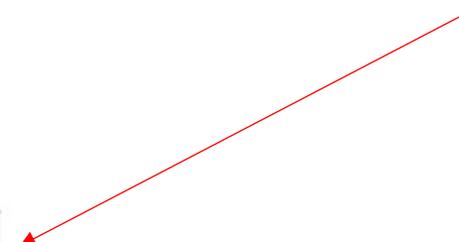
Select Term

2020 Fall



Select

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
2020 Fall 4	\$15.00	25%	3	\$15.00	<a href="#">Details</a> <a href="#">Select</a>



## Step 7

Fall 2020 (4 Pay) Itemized ✕

**Details:** Enrollment in this plan allows you to pay three equal installments of your remaining Fall 2020 balance.

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

**Enrollment Cost:** \$15 enrollment fee and 25% Down payment

**Enrollment Period:** Enroll through August 15th.

**Payment Schedule:** Your first installment will be due on September 15th. Installments are then required on the 15th of each month through October.

Cancel



**Details:** Enrollment in this plan allows you to pay three equal installments of your remaining Fall 2020 balance.

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

**Enrollment Cost:** \$15 enrollment fee and 25% Down payment

**Enrollment Period:** Enroll through August 15th.

**Payment Schedule:** Your first installment will be due on September 15th. Installments are then required on the 15th of each month through October.

Term(s):	2020 Fall
Enrollment deadline:	6/30/20
Scheduled payments:	Required
Setup fee:	\$15.00
Eligible charges and credits:	\$370.00
Required down payment:	\$92.50
Due at enrollment:	\$107.50
Number of payments:	3
Installment payments:	\$92.50
Payment frequency:	Fixed Dates
Late payment fee:	\$15.00

Cancel

Select

# Step 8

## Payment Plan Enrollment



Select



Schedule



Agreement

### Fall 2020 (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.

#### Plan Description

**Details:** Enrollment in this plan allows you to pay three equal installments of your remaining Fall 2020 balance.

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

Show More

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	525.00	
Fees	838.00	
Grants		936.00
Payments		241.04
Refunds	1.00	

#### 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 **\$351.00**

Description	Due Date	Amount(\$)
Setup fee	Due now	15.00

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Position	525.00	
Fees	838.00	
Instalments		936.00
Payments		241.04
Funds	1.00	
Miscellaneous	183.04	

**Balance: 370.00**

Required down payment

Additional down payment

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 **\$351.00**

Description	Due Date	Amount(\$)
Setup fee	Due now	15.00
Down payment	Due now	92.50
Installment 1	7/30/20	92.50
Installment 2	8/30/20	92.50
Installment 3	9/30/20	92.50

**Total of installments: 277.50**

**Total due now: 107.50**



# Step 9

[My Account](#) [Make Payment](#) [Payment Plans](#) [Refunds](#) [Help](#)

## 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 select will be used for all payments.
- You are responsible for making sure that the payment method remains valid for the duration of the plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will change.

Amount

\$107.50

Method

Select Method

Select  
payment  
method  
then click  
continue

Back

Cancel

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.



# Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- You must pay the **enrollment** 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

Method

Back

Cancel

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.



## Step 10

### Fill out all fields

Amount \$107.50  
Method Electronic Check (checking/savings) ▾

#### 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)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

#### 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.

## 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:	<input type="text" value="Checking"/>
*Routing number: (Example)	<input type="text" value="301171285"/>
*Bank account number:	<input type="text" value="123456789000"/>
*Confirm account number:	<input type="text" value="123456789000"/>

## Billing Information

*Name on account:	<input type="text"/>
*Billing address:	<input type="text"/>
Billing address line two:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text" value="Select State"/>
*Postal Code:	<input type="text"/>
*Save payment method as: (example My Checking)	<input type="text"/>

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

## 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.

## 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:	<input type="text" value="Checking"/>
*Routing number: (Example)	<input type="text" value="301171285"/>
*Bank account number:	<input type="text" value="123456789000"/>
*Confirm account number:	<input type="text" value="123456789000"/>

## Billing Information

*Name on account:	<input type="text" value="Beth Harvey TEST"/>
*Billing address:	<input type="text" value="123 Main St"/>
Billing address line two:	<input type="text"/>
*City:	<input type="text" value="Lenexa"/>
*State:	<input type="text" value="Kansas (KS)"/>
*Postal Code:	<input type="text" value="66219"/>
*Save payment method as: (example My Checking)	<input type="text"/>

This is a required field

- Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

## 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

## 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:	<input type="text" value="Checking"/>
*Routing number: (Example)	<input type="text" value="301171285"/>
*Bank account number:	<input type="text" value="123456789000"/>
*Confirm account number:	<input type="text" value="123456789000"/>

## Billing Information

*Name on account:	<input type="text" value="Beth Harvey TEST"/>
*Billing address:	<input type="text" value="123 Main St"/>
Billing address line two:	<input type="text"/>
*City:	<input type="text" value="Lenexa"/>
*State:	<input type="text" value="Kansas (KS)"/>
*Postal Code:	<input type="text" value="66219"/>
*Save payment method as: (example My Checking)	<input type="text" value="Wells Fargo Cking"/>

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

## 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

## Step 11

### Check mark your agreement

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

<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.	\$277.50
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$292.50

You have the right to receive at this time an itemization of the Amount Financed. Select Print Plan Amounts 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.

## ACH Payment Agreement

I hereby authorize **Texas Southmost College** 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:	<b>Beth Harvey TEST</b>
Address:	123 Main St Lenexa KS 66219
Depository:	CAPITOL FEDERAL SAVINGS BANK P.O. BOX 3505 TOPEKA, KS 666053505
Routing Number:	301171285
Account Number:	xxxxxxxx9000

This agreement is dated 06/18/2020 11:03:16 AM CDT.

For fraud detection purposes, your internet address has been logged: 198.187.195.114 at 06/18/2020 11:03:16 AM CDT

**YOU** **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.**

**e** To revoke this authorization agreement you must contact: **studentaccounting@tsc.edu**

**his** Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I agree to the above terms and conditions 

## Step 12

### Payment Receipt

- Your new ACH payment method has been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Fall 2020 (3 Pay & 25% Down) Itemized was processed successfully.

#### Payment Confirmation

Payment date:	6/18/20
Payment Time:	11:04:03
Name of Payee:	Texas Southmost College 80 Fort Brown Brownsville, TX 78520
Name on Bank Account:	Beth Harvey TEST
Bank Account Type:	Checking
Account number:	xxxxxxxx9000
Depository:	CAPITOL FEDERAL SAVINGS BANK P.O. BOX 3505 TOPEKA,KS 666053505
Amount paid:	\$107.50
Student name:	Alejandro J Rodriguez
Confirmation Number:	28

# Step 13

Student Account Balance \$0,522.00

>	2019 Fall		\$1,080.00
>	2020 Summer		\$0.00
▼	2020 Fall		\$278.50

Print Excel PDF

Estimated Financial Aid

Description	Comment	Awarded (\$)	Loan Fee (\$)	Currently Ineligible (\$)	Anticipated (\$)
GRANT: Pell Grant	Currently Ineligible	\$1,248.00		\$312.00	\$936.00
				<b>Total Estimated Aid:</b>	<b>\$936.00</b>

Account Activity

Search:

Description ↑↓	Date ↓↑	Amount ↑↓
----------------	---------	-----------

After you go to account you will see your payment

## Step 14

Under Manage Plans it will say you are enrolled in payment plan and you will see your installments.

### Payment Plans

Manage Plans

Plan History

You are enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

Enroll Now

#### Fall 2020 (3 Pay & 25% Down) Itemized

Plan name	Fall 2020 (3 Pay & 25% Down) Itemized	Setup fee	\$15.00
Enrolled by	Alejandro J Rodriguez	Down payment	\$92.50
Enrollment date	6/18/20	Payoff amount	\$277.50
Term	2020 Fall		

View Agreement

Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2020 (3 Pay & 25% Down) -- Installment 1 of 3	7/30/20	Scheduled	Alejandro J Rodriguez	7/30/20	WellsFargo Cking	\$92.50	
Fall 2020 (3 Pay & 25% Down) -- Installment 2 of 3	8/30/20	Scheduled	Alejandro J Rodriguez	8/30/20	WellsFargo Cking	\$92.50	

***If you have any questions, please contact us. We are here to help you!***

<b>Name</b>	<b>Telephone</b>	<b>Email</b>
Rebecca Cortez	956-295-3637	<a href="mailto:rebecca.cortez@tsc.edu">rebecca.cortez@tsc.edu</a>
Lee Ramirez	956-295-3634	<a href="mailto:lee.ramirez@tsc.edu">lee.ramirez@tsc.edu</a>
Alba Lopez	956-295-3635	<a href="mailto:alba.lopez@tsc.edu">alba.lopez@tsc.edu</a>
Gloria Parra	956-295-3421	<a href="mailto:gloria.parra@tsc.edu">gloria.parra@tsc.edu</a>
Sally Vela	956-295-3420	<a href="mailto:Sally.Vela@tsc.edu">Sally.Vela@tsc.edu</a>