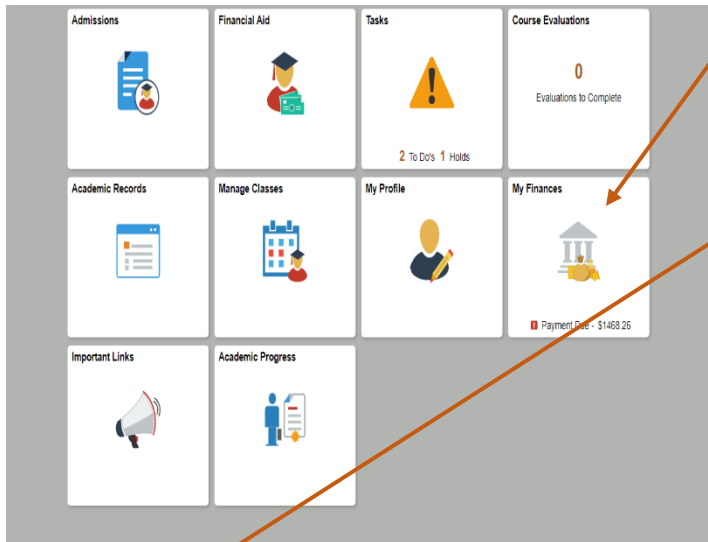


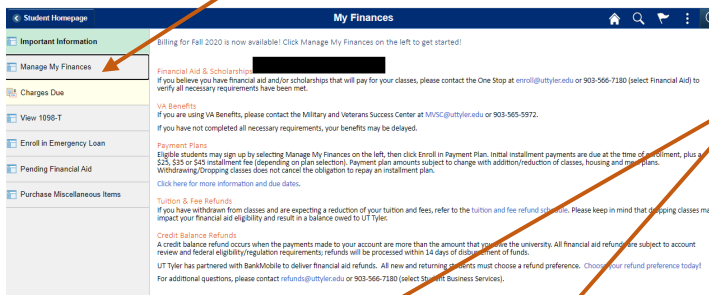
# Enrolling in a Payment Plan



When in your MyUTTyler Student Homepage, select the My Finances tile.

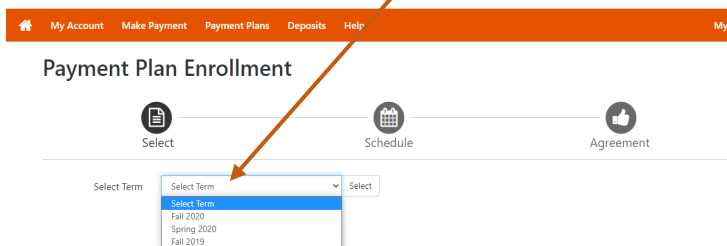
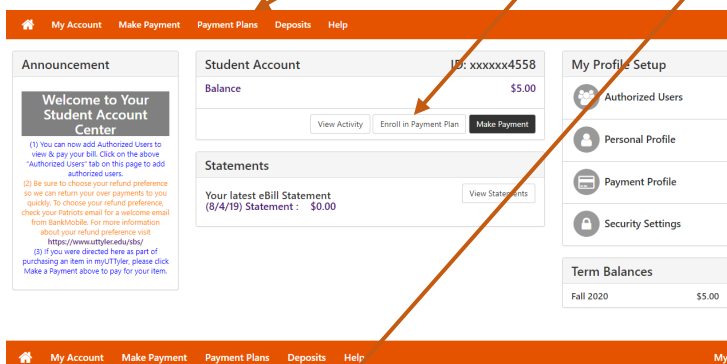
On the left-hand menu select “Manage My Finances”

- Your Payment Portal will open in a separate window. You may be asked to sign in again.



You can select Enroll in a Payment Plan from the Student account section or from the top banner.

Select the semester you would like to enroll in a payment plan for from the dropdown box.



## Payment Plan Enrollment

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Fall 2020

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2020 - 2 Payments	\$25.00	50%	1	\$25.00	Details Select

**Fall 2020 - 2 Payments**

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**

Split your Fall 2020 balance into 2 payments. By signing up for this plan, your first payment is due immediately. Your next installment will be Nov 15. A one time Non-Refundable processing fee of \$25 will be added to your first payment. A late fee of \$25.00 will apply for any past due payment.

**Eligible Charges and Credits**

Description	Charges(\$)	Credits(\$)
Accounts	132.59	
<b>Balance: 132.59</b>		

Required down payment: 66.30  
Additional down payment: 0.00

**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 \$0.00

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	66.30
Installment 1	11/15/20	66.29
<b>Total of installments:</b>		<b>66.29</b>
<b>Total due now:</b>		<b>91.30</b>

**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

The Payment Plan options available will display. If you have multiple options, read through the options and select the plan that works best with your ability to pay.

Click the "Select" option to move forward.

You can increase the amount of your down payment by selecting the field next to "additional down payment"

Make sure to read through the payment schedule on the right side of the screen.

You can select to set up automatic payments for your bill or login and make a manual payment each month.

When you are ready to move forward select "Continue"

## Account Payment

Account Payment

Amount Method Confirmation Receipt

Amount: \$5.00

Method: Select Method

Select Method  
Credit Card  
Credit or Debit Card  
Other Payment Methods  
Electronic Check (checking/savings)

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.

VISA MasterCard American Express DISCOVER iCcard Discover Plus PayPal Google Pay Apple Pay

Select your payment method from the dropdown menu.

Select "Continue" to move forward with entering your card or checking information.

## Account Information

\* Indicates required fields

\*Card number:

Back Cancel Continue

Enter your billing card number and select continue.

Enter the name on your card/account as well as your card expiration date and three-digit verification code.

You have the option to save your payment method to your account now for future payments.

When you are ready to move forward select "Continue"

The Payment Plan agreement will display on screen. Read through the full agreement using the bar on the right side to scroll down.

At the bottom of the page select the check box next to the statement "I agree to the terms and conditions".

You can print and save this agreement at the bottom of the page.

When you are ready to enroll in your payment plan and make your first payment select "Continue" You will receive a payment receipt to your patriot's email account.

Amount \$5.00

Method Credit or Debit Card

## Account Information

\* Indicates required fields

\*Card account number:

xxxxxxxxxxxx4281

\*Name on card:

\*Card expiration date:

10 2021

\*Card Verification Value:  
(View example)

## Option to Save

☐ Save this payment method for future use

Save payment method as:  
(example My CreditCard)

Back Cancel 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 \$91.30 as a part of your enrollment

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$66.29
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$91.29

## INSTALLMENT TUITION LOAN PROMISSORY NOTE

For value received, I promise to pay to the order of The University of Texas at Tyler ("University") the full amount of my tuition and fees in accordance with the established terms of this Note. Payments not received by the University by the due date(s) are considered late. I promise to pay a late charge in the amount of \$25.00 for each late payment to defray the costs of following and handling the delinquent payment. If I pay off early, I will not have to pay a penalty. If I pay off early, I may not be entitled to a refund of the finance charge.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATES MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER. The following additional penalties may be imposed: (1) withholding of grades, transcript, and/or degree, and (2) bar against readmission. The indebtedness, at the University's option, may be reported to a credit reporting agency(ies).

On default in payment under this Note, the unpaid tuition and fees balance and late charge(s) on this Note shall at the election of the University become immediately due and payable and notice of such election is hereby waived. Upon default, the University may exercise all rights and remedies provided at law or in equity. The rights and remedies

☐ I agree to the terms and conditions.

Print Plan Amounts Print Agreement Back Cancel Continue