

Enrolling in a Payment Plan

All registered students, with eligible tuition and fees charged on their student account, have the option to set up a monthly payment plan for the current term. Either the student or authorized user can set up a payment plan online via the [Student Account Center](#). A minimum balance of \$200.00 is required to set up a payment plan. If the payment plan will be set up using an authorized user's bank account; we encourage the authorized user to set up the payment plan, instead of the student. **Please note, if the student sets up a payment plan under their log in credentials, authorized users will not have access to view, nor will they receive notifications regarding payment plan updates, unless the student has granted the Authorized User permission to receive payment plan communications.**

1. If you are the student, log into [MyLMU](#) using your LMU Lion email and password. Click on the Accounts & Tech section. Under the Accounts column, select the Student Account Center. If you are an Authorized User, use your credentials to log into the [Student Account Center](#)
2. Once in the Student Account Center, click the **Payment Plans** tab. If eligible to enroll in a payment plan, click **Enroll Now** button
3. Click the drop-down menu, to the Select Term
4. Select a Payment Plan option (Full Payment, ACH or Mail)
5. Eligible Charges and Credits & the Payment Schedule are displayed on the next page

- Under Eligible Charges and Credits, you are given the option to submit a down payment. Enter desired amount in the Optional down payment box. The down payment is calculated into your payment plan
- Under the Payment Schedule section, the due dates and amount due for each installment is displayed

Click Continue to proceed

6. On the Payment Plan Enrollment page, you will schedule your payments by selecting or entering a method of payment
 - If you schedule your payments, you are agreeing to the **ACH Payment Plan**, and agree to set up automatic deduction for each installment on its due date. You will automatically be charged a \$50.00 enrollment fee for this plan. If you agree to schedule your payments, you must provide your banking information. Please have a check on hand to enter your bank routing and account number*. We recommend naming your payment method, so you can use it for future payments
 - If you do not schedule your payments, you are agreeing to the **Mail Payment Plan**. You will automatically be charged \$150.00 for the enrollment fee, and are expected to make your installment payment by the due date. You may mail-in a payment to our office, come into our office with a payment, transfer money via bank wire, or make a payment online

Please note, you can edit the payment method at any time during the semester

7. Once you complete your preferred payment method, you will be shown the Payment Plan agreement with the scheduled installments and dates. Make sure that you check "I Agree" and click on "Continue." **If you do not complete this step, the payment plan will not be set up**
8. You will be directed to a confirmation page and receive an email that your payment plan has been set up. You will see your payment plan under the "Currently Enrolled Plans" under the "Payment Plans" tab

***Please note the [Student Account Center](#) does not accept credit or debit card numbers or corporate accounts. You must use a personal United States checking or savings account.**

If a payment returns for any reason, a \$35.00 Returned Item Service fee is charged on the Students Account.

The screenshots illustrate the following steps in the enrollment process:

- Payment Plans Page:** Shows the 'Payment Plans' section with a message: "You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll." A red arrow points to the 'Enroll Now' button.
- Payment Plan Enrollment Page (Step 1):** Shows the 'Payment Plan Enrollment' process with steps: Select, Schedule, Agreement. A red arrow points to the 'Select' step.
- Payment Plan Enrollment Page (Step 2):** Shows the 'Payment Plan Enrollment' page with a table of plan options:

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Full Payment by Semester	\$0.00	1	\$100.00	Details Select
5 Month - ACH Payment Plan	\$50.00	5	\$100.00	Details Select
5 Month - Mail Payment Plan	\$150.00	5	\$100.00	Details Select
- 5 Month - ACH Payment Plan Details:** Shows the 'Eligible Charges and Credits' table:

Description	Charge(\$)	Credits(\$)
Tuition	25,205.00	
Housing	5,856.52	
Meal Plans	1,993.00	
Registration Fee	65.00	
Accident Insurance	100.00	
Health Insurance	1,078.00	
Student Activity Fee	113.00	
Recreation Fee	87.50	
Media Fee	110.00	
Parking Permit	401.00	
Dewar Tuition ins.	154.50	
Payment plan setup fee	50.00	
Total	35,213.52	

 The 'Payment Schedule' table shows 5 installments of \$7,042.70 each, starting on 7/20/21.
- Payment Plan Enrollment Page (Step 3):** Shows the 'Payment Plan Enrollment' page with the 'Method' dropdown set to 'Electronic Check (checking/savings)'. The 'Account Information' section is filled out with account details.