


# MONTHLY PAYMENT PLANS FOR AUTHORIZED USER & CURRENT STUDENTS


**Authorized User login:** <https://commerce.cashnet.com/scupay>

**Student login:** [www.scu.edu/ecampus](http://www.scu.edu/ecampus), click the Financial Account tile. Click SCU Pay Site

This is the Authorized Users login page.

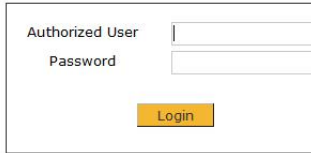


**SANTA CLARA UNIVERSITY**  
THE JESUIT UNIVERSITY IN SILICON VALLEY



The Authorized User can be family members or a third party.

**Note:** If you do not have an Authorized User name or Password, your student must set it up through their ecampus account.



Authorized User:   
 Password:   
  
[Forgot Password](#)

This is an example of an Authorized Users CashNet landing page. The Student's SCU Pay Site will not have the Student Links box, the Saved Accounts box, or the Account Preference box.

**Messages** 1

REMINDER-payment for fall is due August 21 for returning students. Students can still waive the health insurance by going to [www.scu.edu/cowell/insurance](http://www.scu.edu/cowell/insurance). You will be assessed a non-refundable \$100 late fee if doing so after 8/21/17.

**Your Account** 2

Click [here](#) to make a payment

Balance from prior bill	\$0.00
Account activity since prior bill	\$0.00
Current account balance	\$0.00
Anticipated aid	\$0.00
Projected account balance	\$0.00

Click [here](#) to view details

**Your Recent Payments** 3

[View All](#)

06/30/2017	\$160.00	<a href="#">View</a>
05/15/2017	\$2,587.00	<a href="#">View</a>
05/11/2017	\$0.00	<a href="#">View</a>

**Student Links** 4

[Add New](#)

You are currently logged into [\[Name\]](#). Click on a name below to transfer to that student or click on 'Add New' to create a link to another student. If a link has been deactivated, click on 'Update' to enter new login information or contact the student for assistance.

	<a href="#">Update</a> <a href="#">Remove</a>
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**Your Bills** 5

[View All](#)

To view all your bills click 'View All'.

<input checked="" type="checkbox"/> Billing Statement	07/31/2017	<a href="#">View</a>
<input checked="" type="checkbox"/> Billing Statement	06/29/2017	<a href="#">View</a>
<input checked="" type="checkbox"/> Billing Statement	05/31/2017	<a href="#">View</a>

Click [here](#) to make a payment

**Installment Payment Plans** 6

[Enroll in the UGRD payment plan](#)

**Scheduled Payments** 7

[Click here to schedule a one-time payment](#)

**Saved Accounts** 8

[Add New](#)

You have no saved payment methods.

**Account Preferences** 9

Authorized User: [\[Name\]](#) [Edit](#)

Email: [\[Email\]](#)

[Change your password.](#)

[Change your secret question.](#)

[SMS Alert Setup](#)

If you are having problems logging in or viewing parts of the landing page, try to clear the cache and/or pop-up blockers or try a different browser. CashNet/HigherOne works best with Internet Explorer.

1. **MESSAGES** will show important messages including hold notifications.
  2. **YOUR ACCOUNT** will reflect your current account activity for the billing cycle.
    - a. The [Click here to make a payment](#) link can be used to pay the account in full.
    - b. The [Click here to view details](#) link will show real time details of the student's account for the billing period.
  3. **RECENT PAYMENTS** show the last three online payments. Click *View All* to see all the online payments.
  4. **The AUTHORIZED USERS can use one user name and password to log in and view more than one student.** For the initial setup, each student will have to set up a unique user name for the Authorized User. The User would then log in using one of the User's name and password then Add New to set up the other student.  
Students can see all the Authorized Users they set up. The student can Edit or Delete the Authorized User. The Authorized User cannot see any other Authorized User.
  5. **YOUR BILLS** are your current and past statements. A monthly billing statement is generated if there has been activity (payment or charge) for the month. The last three bills will be listed. To view all bills, click the View All link.
    - a. Select [Click here to make a payment](#).....to make a payment. You can submit payment with an echeck using a personal checking or savings account. The account(s) can be saved for future use.
  6. **INSTALLMENT PAYMENT PLANS** – Each term the Student or Authorized Users can choose to remit payment in monthly installments via automatic debit from your US Bank account. There is a non-refundable \$40 enrollment fee per term and payments are automatically debited from your account the 15<sup>th</sup> of each month.
  7. **SCHEDULED PAYMENTS** – A payer can pre-schedule a payment for a later date. An email confirmation is sent when the prepayment is scheduled and when it has been processed.  
**DO NOT** use the scheduled payment for the monthly payments. If a payer makes the payment before the scheduled payment comes due, the scheduled payment must be deactivated or the payment will be processed on the scheduled date.
  8. **SAVED ACCOUNTS** will be stored securely for your convenience of using the same account to submit regular tuition and fee payments. The student does not have access to the Authorized Users Saved Accounts. The Saved Accounts can be same or different from the bank account used for the monthly payment plan.
  9. **ACCOUNT PREFERENCES** The Authorized User can change the email, the password, reset the secret question, and SMS alerts. The student does not have access to the Authorized User's Account Preferences.  
**Note:** The student can delete an Authorized User if the User has never logged onto the CashNet site. If the User has logged in, and made a payment, even once, the student can only edit the Authorized User.
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To join a monthly payment plan for the term, click on Enroll in...Payment Plan link.

<b>Installment Payment Plans</b>	
<a href="#">Enroll in an UGRD payment plan</a>	
<b>Saved Accounts</b>	
<a href="#">Add New</a>	
You have no saved payment methods.	
<b>Account Preferences</b>	

Bank information can be saved in the Saved Accounts box and used for the payment plan.

**DO NOT USE THE SCHEDULED PAYMENT LINK FOR A PAYMENT PLAN PAYMENT.**

The Payment Plan page will automatically populate using the *Projected account balance* in the 'Your Account' box.

**UG Winter Payment Plan**

2016 UG Winter Payment Plan

The total budget amount for this installment plan is **\$5,460.00**.

This amount is based on charges and credits provided by your school.

**Charges:**

IPPBALANCE	\$5,460.00
<b>Total Budget Amount: \$5,460.00</b>	

**What You Pay Now**

There is an Enrollment Fee of \$40.00 to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the total budget amount.

This plan requires that you pay for the first installment of \$1,820.00 now, in order to enroll in the plan.

The total amount you will pay now is \$1,860.00.

**What You Pay Later**

Listed below are the dates your installments will be due and the amount due for each installment:

Due date	Amount
Due 1/15/2016	\$1,820.00
Due 2/15/2016	\$1,820.00

The total amount you will pay later is \$3,640.00.

Please refer to the terms and conditions for information about non-payment, default, and right to accelerate.

**Terms and Conditions and E-Sign Disclosure and Consent**

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

QUALIFICATIONS: To qualify for a term/semester monthly payment plan, you must be in good financial standing, must not have an existing prepayment requirement and must be matriculated in a SCU degree seeking program.

Note: Outstanding balances for a prior term cannot be included in a current payment plan

\* I agree to the payment plan terms and conditions outlined by Santa Clara University.

[View Agreement](#)

[Cancel](#) [Accept](#)

This page confirms the first payment amount. If you have a saved account, it will be one of the options.

**UG Winter Payment Plan**

The following items must be paid now to enroll in the UG Winter Payment Plan:

Enrollment Fee	\$40.00
First installment	\$1,820.00
<b>Total</b>	<b>\$1,860.00</b>

Which payment method would you like to use to pay this? \*

Enter new electronic check information.

I do not want to pay the fee; please cancel my enrollment in the plan.

Please enter your bank account information and click on the 'Continue Checkout' button.

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type  Checking  Savings

Routing Transit Number  [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:  
 ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

If you checked Enter new electronic check information, this page will come up. If you picked a saved account, it will take you to the next page – see next screen shot.

**UG Winter Payment Plan**

Please confirm the information below. To submit your payment for the Enrollment Fee and the installments you have missed due to late enrollment, click on 'Submit Payment' below.

Account Holder Name: ALO

Account Number: XXXX567

Account Type: Checking

Routing Transit Number: 121000358

Bank: BANK OF AMERICA, N.A., HENRICO, VA

Email Address: aor

Amount: \$3,023.34

**UG Winter Payment Plan**

Payment plan payments are remitted by ACH only. Your bank account will be automatically debited on each scheduled payment date. Please provide the bank account to be used for these payments. \*

Use the same payment information and email address I entered for the Enrollment Fee.

Enter new electronic check information.

Payment Information	
Email Address:	ao . . . . .
Account Number:	XXXX56
Account Type:	Checking
Routing Transit Number:	121000358
Bank:	BANK OF AMERICA, N.A., HENRICO, VA
Account Holder Name:	Parent

**The payer on the monthly payment plan payment will receive four emails:**

1. Thank you for your payment. - Receipt for the non-refundable \$40 Enrollment fee
2. Thank you for your payment. – Receipt for the payment plan payment
3. Undergraduate (Law, Graduate) Term Payment plan. – Thanking you for joining a plan. The due dates and amounts will be included on the email.
4. **You have successfully scheduled your automatic payment.**

If you join a payment plan and your initial payment is returned unpaid, the student's account is subject to a hold, a \$25 return check fee, a \$100 late payment fee, and the plan can be terminated. Contact the Bursar's Office at 408-554-4424 or email [bursarpayplan@scu.edu](mailto:bursarpayplan@scu.edu).

If a future payment is returned, you are subject to a hold, a \$25 return check fee, a \$100 late payment fee, and the plan terminated if the payment is not replaced. Contact the Bursar's Office for instructions on replacing a payment plan payment or rejoining a payment plan.

**Bursar's Office contact information:**

**Call 408-554-4424**

**Email [bursarpayplan@scu.edu](mailto:bursarpayplan@scu.edu)**