Scheduled Payments

A student or Authorized User can pre-schedule a payment for a later date. This is not the same as pre-authorized payment for a monthly payment plan.

Note: Only one schedule payment can be made at a time.

To schedule a payment, click the link in the Schedules Payments box.

- Enter the date for the one-time payment.
- Enter the amount to pay.
- Enter your email address.
- Agree to the Terms and Conditions.
- Select the payment information or enter new payment information.
- Confirm the payment process date, the amount, and the payment information.
- A confirmation screen will come up.
- An email notice will be sent after scheduling the one-time payment and after the payment has been processed.

To cancel a scheduled payment, in the Scheduled Payments box, click the Deactivate link. An email confirming the cancellation will be sent.

Please note: When you schedule a payment for a future date, the SCU Pay site will not give a warning if the amount is correct or incorrect. If you are on a payment plan, the site will not give a warning that a monthly payment plan payment is pending.