Setting up a Payment Plan in NEW MyKU > NEW Payment Dashboard
"Brief Instructions"

This process will allow a student, or Authorized User, to set up a Payment Plan. There are more detailed instructions with screenshots online if needed!

Kutztown website > Affordability > Bills and Paying Your Tuition > Payment Plans

Determining the amount can be tricky when the tuition rates (or even aid) are not yet known, but you can set up a plan with an estimated amount and adjust the figure later. Use our ***Estimating Tool Worksheet*** found on the NEW Payment Dashboard Announcement area OR on the First Time Students Guide online (Kutztown website > Affordability > First Time Students Guide).

1. Navigate to the ***NEW Payment Dashboard***
   a. **Student Access** - *New MyKU > Student Accounts card > Fall 2024 Payment Plans*
      i. After June 2024 – this will simply say NEW Payment Dashboard
   b. **Authorized User Access** - **https://secure.touchnet.net/C20841_tsa/web/login.jsp**
      i. Must already be set up to log in – instructions are on the webpage above.
2. Select **Enroll in Payment Plan** on main screen (or click Payment Plans in top menu bar)
3. Choose the Term and Select
4. Click Select for the plan you want (details option provides more information)
5. Enter the total amount the plan should be – click **Update Schedule** twice.
   a. Verify the amounts and plan is as you wanted.
6. Select Yes to Automatic Payments and click Continue.
7. Select your payment method (you must pay the first installment and set up fee at signup)
   a. Credit Card via PayPath – will have a processing fee (non-refundable)
   b. Electronic Check (savings or checking – no fee unless returned for any reason)
   c. Click Continue.
8. Accept the Payment Plan Agreement and continue.
9. Credit Card via PayPath – 2.85% fee (domestic) & 4.5% fee (international)
   a. The processing screens will show the fee amount and you can cancel at any time.
   b. This transaction cannot be voided or cancelled.
10. Electronic Check – no fee unless returned – this will take 1-3 days to come out of the account.
    a. The processing is validating the routing number – enter all figures carefully.
11. Receipt is emailed.
12. Click on the HOME on the NEW Payment Dashboard in the left side of the menu bar.
13. Verify the plan is as you expected, and you are done!

Success!

For help – email StudentAccounts@kutztown.edu