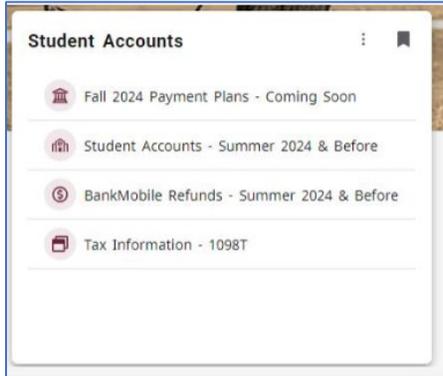


Setting up a Payment Plan in [NEW MyKU](#)

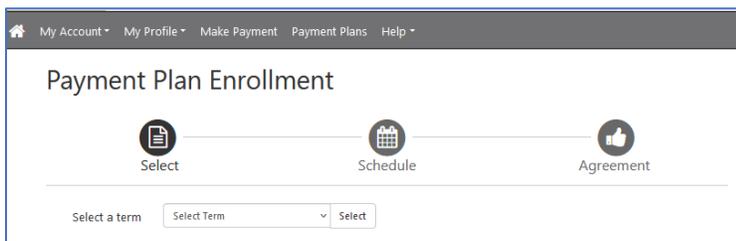
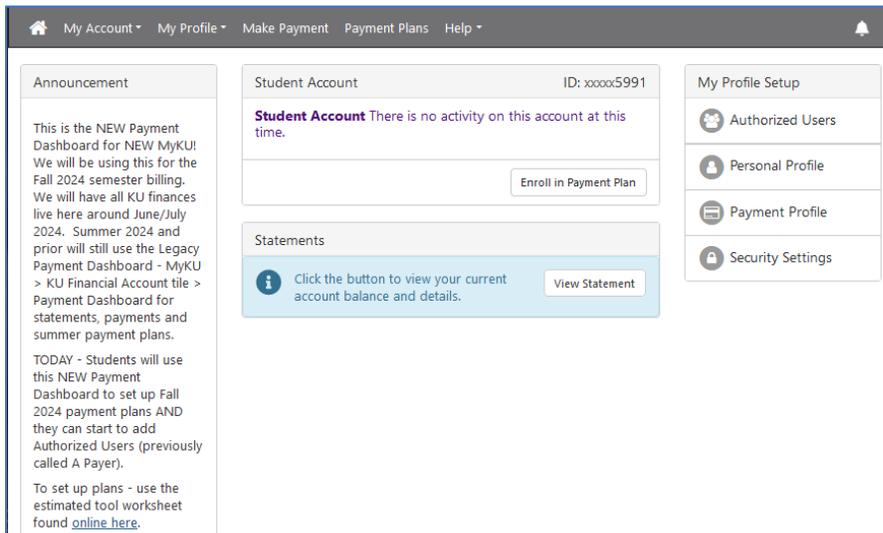
Starting in April 2024, students will begin to use **NEW MyKU** for their Fall 2024 payment plan needs only. Summer payment plans, payments, statements, all remain in Legacy MyKU. In June/July 2024, the rest of the NEW Payment Dashboard will start to be used for Making Payments, seeing Statements, current balance due and more!

Navigate to [NEW MyKU](#) > **Student Accounts card** > **Fall 2024 Payment Plans link**



The **NEW Payment Dashboard** will open with limited functionality until July 2024 (only use this NEW Dashboard for Fall 2024 and forward).

Select Enroll in Payment Plan OR click Payment Plans in top menu bar.



Select the Term from the drop-down menu and click Select.

My Account - My Profile - Make Payment - Payment Plans - Help

Payment Plan Enrollment

Select Schedule Agreement

Select a term:

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Test Estimated Plan	\$35.00	16.67%	5	\$25.00	<input type="button" value="Details"/> <input type="button" value="Select"/>
Test 2 Estimated Payment Plan Fall 2024	\$35.00	16.67%	5	\$25.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

Available payment plans will be displayed (typically there will only be 1 plan per term/session).

Click **Details** to see more information about the plan such as number of payments and more.

Click **Select** to proceed with setting up the Fall 2024 payment plan.

Enter the amount you want the Payment Plan to be and click Update Schedule.

Select Schedule Agreement

Test 2 Estimated Payment Plan Fall 2024

Plan Description

Use this selection to set up a 6 payment plan for the Fall 2024 semester allowing your payments to be spread out over a period of time. Below enter the plan amount you desire and click update schedule to see your payments and due dates. Estimate the plan amount using the Estimating Tool Worksheet found [online here](#).

The payment plan MUST (once charges and aid show) cover the balance due in order to avoid late fees and holds. This would be the balance due after the pending aid that is already showing and reducing the costs. Do not count for aid that isn't showing yet.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Payment plan	<input type="text" value="0.00"/>	
Balance:		0.00
Optional down payment	<input type="text" value="0.00"/>	
<input type="button" value="Update Schedule"/>		

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

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	6/5/24	0.00
Installment 2	7/5/24	0.00
Installment 3	8/5/24	0.00
Installment 4	9/5/24	0.00
Installment 5	10/5/24	0.00
Total of installments:		0.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	35.00
Total amount paid:			0.00
Total due now:			35.00

Review the information is correct and what you expected.

Plan Description

Use this selection to set up a 6 payment plan for the Fall 2024 semester allowing your payments to be spread out over a period of time. Below enter the plan amount you desire and click update schedule to see your payments and due dates. Estimate the plan amount using the Estimating Tool Worksheet found online here.

[Show More](#)

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Payment plan	3,000.00	
Balance:		3,000.00
Required down payment	500.10	
Additional down payment	0.00	

[Update Schedule](#)

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

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	6/5/24	499.98
Installment 2	7/5/24	499.98
Installment 3	8/5/24	499.98
Installment 4	9/5/24	499.98
Installment 5	10/5/24	499.98
Total of installments:		2,499.90

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	35.00
Down payment	Due now	0.00	500.10
Total amount paid:			0.00
Total due now:			535.10

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](#)

Select if you want **Automatic Payments**. Select Yes or No and click Continue.

***Automatic Payments are highly recommended to avoid late fees and holds!**

Select how you want to pay your first payment and set up fee (required to have the plan).

- **Credit Cards** are handled via PayPath and will assess a 2.85% service fee for domestic cards and 4.5% for international cards.
- **Electronic checks** are free, unless returned for any reason (checking or savings account)
 - Please be prepared with your bank routing number and bank account number.

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

• You must pay the plan fees before enrollment can be processed.
 • All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
 • You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$535.10

Method: Select Method

Select Method

Credit Card

 Credit Card via PayPath

Other Payment Methods

 Electronic Check (checking/savings)

[Back](#) [Cancel](#) [Continue](#)

Prior to making the actual payment, agree to the **Payment Plan Agreement** and click Continue.

- You will need to *scroll through the agreement* before you can click the “I agree” box.

Payment Plan Agreement

Current Charges	Due Date	Amount
Setup fee	Due Now	\$35.00
Down payment	Due Now	\$500.10
Total due now:		\$535.10

Payment Plan Agreement

In this Payment Plan Agreement ("Agreement"), the words "I" and "my" means the student, parent, or other person who has entered into this Agreement. The words "you" and "yours" means the School.

PROMISE TO PAY: [REDACTED] promise to pay Kutztown University of PA the principal balance according to the payment schedule, each as identified above. I understand that I have scheduled my 5 installment payments and these payments will automatically be processed on the due date specified for each installment.

PREPAYMENT: I may prepay this Agreement at any time in any amount without penalty. The prepaid finance charge will be fully earned at origination of the Agreement and will not be subject to refund upon any prepayment.

LATE CHARGE: I understand that a \$25.00 late fee will be charged for missed installment payments.

DEFAULT: I will be in default under this Agreement if I fail to make a payment when scheduled. If I am a California resident, I will be in default if I am more than ninety (90) days late on any installment.

RIGHTS UPON DEFAULT: If I default and after the School sends me any notice and opportunity to cure required by law, and I fail to cure, the School may at the School's option, do any or all of the following, to the extent permitted by applicable law: (1) accelerate my balance and require me to immediately pay the entire unpaid balance and/or undertake any other action as permitted by applicable law, (2) refuse subsequent registration for any classes and/or drop current classes, and (3) deny future enrollment in any payment plan.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

This agreement is dated 03/27/2024 18:04:29 PM EDT.
For fraud detection purposes, your internet address has been logged:
156.12.52.101 at 03/27/2024 18:04:29 PM EDT

To revoke this payment plan agreement you must contact studentaccounts@kutztown.edu.
Print and retain a copy of this agreement.
Please check the box below to agree to the payment plan agreement.

I agree to the payment plan agreement.

Print Agreement Change Payment Method Cancel Continue

If you selected Card Card via PayPath:

1. A pop-up window will appear for PayPath – note the service fee (2.85% or 4.5%)

PayPath | Payment Services

KUTZTOWN UNIVERSITY

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Kutztown University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) for domestic issued cards and 2.85% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details
Student ID: [REDACTED]
Term:
Fall 2024

PayPath Payment Service accepts:



Continue

Cancel

2. Click Continue
3. Payment Amount Information– note the service fee (2.85% or 4.5%)
 - a. Click Continue

PayPath | Payment Services

Payment Amount Information

In addition to the amount paid to Kutztown University, a non-refundable PayPath service charge of 2.85% (minimum \$3.00) for domestic issued cards and 2.85% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment.

Payment amount:
\$535.10

Continue

Cancel

4. Enter your payment information and click Continue.

PayPath | Payment Services

PayPath Payment Service accepts:

VISA, MasterCard, AMERICAN EXPRESS, Discover, Apple Pay, Google Pay, Samsung Pay, DCCard, Discover

Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date:
MM
YYYY

Card security code:

[What is this?](#)

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

5. Verify the information entered is correct, Agree to the Terms and Conditions and click Submit Payment.
 - a. An approval screen will appear, and you will receive a confirmation email as well.

If you selected Electronic Check:

1. Enter your payer information – be careful selecting Checking or Savings as well as entering your bank information slowly and carefully. Click Continue.

Payment Plan Enrollment

Select Schedule Payment Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$535.10
Method: Electronic Check (checking/savings)

*Card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State: Select State

*Postal Code:

*Save payment method as: (example My Checking)

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.

2. The Payment Plan Agreement should be accepted if not already done.
3. Review the payment information, click the I agree to the terms and conditions box. Click Continue to process the payment request.

Payment Plan Enrollment

Select Schedule Payment Plan Agreement Agreement

ACH Payment Agreement

I hereby authorize Kutztown University of PA to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: Mickey Mouse
Address: 123 Main St.
Kutztown PA 19530
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248
Routing Number: [REDACTED]
Account Number: xxx456
Setup fee: \$35.00
Down payment: \$500.10
Installments: Installment 1 in the amount of \$499.98 due on 6/5/24
Installment 2 in the amount of \$499.98 due on 7/5/24
Installment 3 in the amount of \$499.98 due on 8/5/24
Installment 4 in the amount of \$499.98 due on 9/5/24
Installment 5 in the amount of \$499.98 due on 10/5/24

This agreement is dated 03/27/2024 18:07:17 PM EDT.
For fraud detection purposes, your internet address has been logged: 156.12.52.101 at 03/27/2024 18:07:17 PM EDT
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.
To revoke this authorization agreement you must contact: studentaccounts@kutztown.edu
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

I agree to the above terms and conditions.

Back Cancel Print Agreement Continue

An approval screen will appear, and you will receive a confirmation email as well.

Payment Receipt

- Your new ACH payment method has been saved.
- You have successfully enrolled in Test 2 Estimated Payment Plan Fall 2024 and your payment has been received. Thank you.

Payment Confirmation

Payment date: 3/27/24
Payment time: 18:08:40

Name on Bank Account: Mickey Mouse
Bank Account Type: Checking
Account number: xxx456
Student name: [REDACTED]
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248

Name of Payee: Kutztown University of PA
PO Box 730
Kutztown, PA 19530
Setup fee: \$35.00
Down payment: \$500.10
Amount paid: \$535.10
Confirmation number: 6

Please print this page for your records.

Print

The payment plan is set up - Click Home icon in the top menu bar. The payment plan details now show on the NEW Payment Dashboard home screen, including the remaining payments and due dates.

**Remember until July 2024, your Fall 2024 charges, and pending aid, will not yet be seen in NEW MyKU. Awarded aid may show sooner, but aid must be pending to be considered as payment and that cannot happen until there are charges and all requirements have been completed for the aid.*

The screenshot displays the NEW MyKU Payment Dashboard interface. At the top, a navigation bar includes 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section shows a balance of \$0.00 and an 'Enroll in Payment Plan' button. Below this, the 'Payment Plans' section details the 'Test 2 Estimated Payment Plan Fall 2024' with a total amount of \$2,499.90 and a 'Pay Next Installment' button. A table lists five scheduled installments, each for \$499.98, due from 6/5/24 to 10/5/24, all scheduled for payment via Mickey Checking. An 'Update All Methods' button is located below the table. The 'Balance Not Included in Plan' is also shown as \$0.00. The 'My Profile Setup' section on the right includes links for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Security Settings'. The 'Announcement' section on the left provides information about the new dashboard and instructions for setting up payment plans.

Scheduled installments	Date	Payer	Method	Status	Amount
> Installment 1 of 5	6/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 2 of 5	7/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 3 of 5	8/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 4 of 5	9/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 5 of 5	10/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98

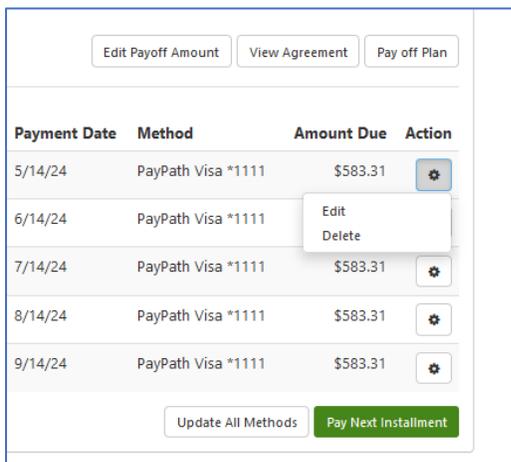
Changing the Payment Method for an Installment or All Installments

Changing the payment option for a scheduled installment payment is done under Payment Plans, however you must have the new (or other) payment method saved in your Payment Profile to make a change.

[My Profile > Payment Profile](#)

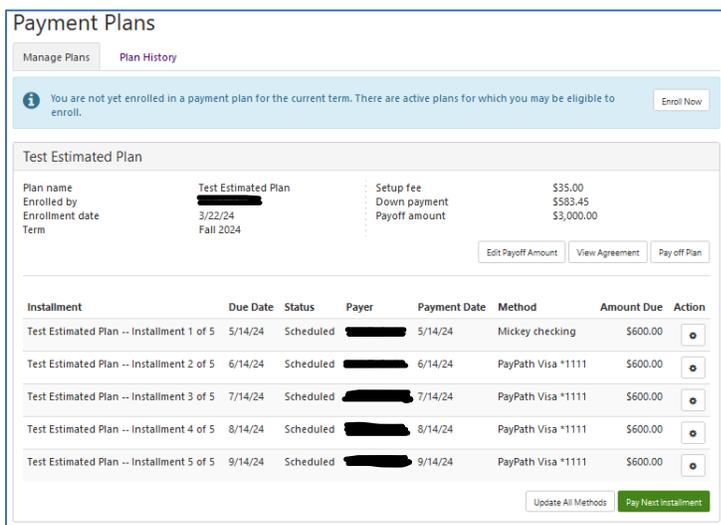
Once that additional payment method is in your Payment Profile, proceed.

1. Click on Payment Plans in the top menu bar.
2. Locate the installment you want to change the method of payment for.
3. Under Action, click the settings icon.
 - a. Options are Edit or Delete (payment method).
 - b. Select Edit and the new method.
 - c. Click Save.



The screenshot shows a table of payment installments. At the top, there are three buttons: "Edit Payoff Amount", "View Agreement", and "Pay off Plan". The table has four columns: "Payment Date", "Method", "Amount Due", and "Action". The first row is for 5/14/24 with a PayPath Visa *1111 card and a due amount of \$583.31. The second row is for 6/14/24 with the same card and amount, and a settings icon is clicked, showing a dropdown menu with "Edit" and "Delete" options. The third row is for 7/14/24, the fourth for 8/14/24, and the fifth for 9/14/24, all with the same card and amount. At the bottom of the table, there are two buttons: "Update All Methods" and "Pay Next Installment".

You will see that installment now shows the new Method for that single installment in the chart of installments. That installment only will be paid by the new method while the others remain with the original method (unless changed).



The screenshot shows the "Payment Plans" section with "Manage Plans" and "Plan History" tabs. A message states: "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." with an "Enroll Now" button. Below is a "Test Estimated Plan" section with details: Plan name: Test Estimated Plan; Enrolled by: [redacted]; Enrollment date: 3/22/24; Term: Fall 2024; Setup fee: \$35.00; Down payment: \$583.45; Payoff amount: \$3,000.00. At the bottom of this section are buttons for "Edit Payoff Amount", "View Agreement", and "Pay off Plan". Below is a table of installments with columns: "Installment", "Due Date", "Status", "Payer", "Payment Date", "Method", "Amount Due", and "Action". The table shows five installments, all scheduled, with due dates from 5/14/24 to 9/14/24. The first installment (5/14/24) is paid via Mickey checking for \$600.00, while the others (6/14/24 to 9/14/24) are paid via PayPath Visa *1111 for \$600.00 each. At the bottom of the table are buttons for "Update All Methods" and "Pay Next Installment".

If you want to change all installments to the new method – click **Update All Methods** and proceed.