

Roosevelt University/TouchNet Payment Plan Guide

Students wishing to enroll in Roosevelt's convenient payment plan can follow the steps below in TouchNet's Bill and Payment suite. You can access your account via the XXXX on XXXX tab of RU Access.

Payment Plan Enrollment

Payment plans may be established from the TouchNet Payment Gateway by clicking on the "Payment Plans" tab.

The screenshot shows the 'RU ACCESS' interface. At the top left is the Roosevelt University logo. The navigation bar includes 'My Account', 'Payments', 'Payment Plans' (circled in green), 'eStatements', 'eDeposits', and 'eRefunds'. Below the navigation bar, there are sub-tabs for 'Account Activity', 'Personal Profile', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' (with a link to 'Refund Account Setup') and 'Announcements' (welcoming users to the Bill and Payment Gateway). The right column contains 'My Account' information, including 'Current Account Status' (Student Account Balance: \$4,224.00), buttons for 'Make a Payment' and 'View Account Activity', 'Statements' (eBill Statement), and 'Term Balances' (Summer 2017: \$3,045.00, Spring 2017: \$1,179.00).

Roosevelt offers a 5-month payment plan option where payments are distributed equally each month. To enroll in this plan, click on "Enroll Now."

The screenshot shows the 'RU ACCESS' interface with the 'Payment Plans' tab selected. The page title is 'Payment Plans'. Under 'Available Payment Plans', there is a message: 'You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, select Enroll Now.' Below this message is a green button labeled 'Enroll Now', which is circled in green.

From the drop-down menu, select the term in which you'd like to enroll in a payment plan:

ROOSEVELT UNIVERSITY | **RU ACCESS**

My Account | Payments | **Payment Plans** | eStatements | eDeposits | eRefunds

Account Payment | Payment History

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

View available plans for term: Summer 2017 **Select**

If plans are available for multiple accounts, you must select both account and term.

Review the details of your plan and click "Continue:"

View available plans for term: Summer 2017 **Select**

If plans are available for multiple accounts, you must select both account and term.

Summer 2017 Payment Plan

Summer tuition is due May 15th. You may enroll in a Summer payment plan and divide the total amount due in two equal installments. The payment plan administration fee is \$45.00. Also, please note that if you choose to pay with a credit card a fee of 2.75% of the transaction will be deducted from your credit card in addition to your charges. Please do not enroll in this plan if you have a prior term balance.

[View full plan description](#)

Summer 2017 Payment Plan Details

Term(s):	Summer 2017
Previous balance term(s):	Pharmacy Spring 201725 , Pharmacy Winter 2017 , Pharmacy Fall , Spring 2017 , Summer 2016 , PharmacySummer 2016 , Fall 2016 , Pharmacy Spring 2016 , Pharmacy Winter 2015 , Spring 2016 , Pharmacy Fall 2015 , Summer 2015 , Fall 2015 , Pharmacy Spring 2015 , Pharmacy Winter 2014 , Pharmacy Summer 2015 , Pharmacy Fall 2014 , Spring 2015 , Summer 2014 , Fall 2014 , Pharmacy Winter 2014 , Pharmacy Spring 2014 , Spring 2014 , Pharmacy Fall 2013 , Pharmacy Spring 2013 , Fall 2013 , Summer 2007 , Spring 2007 , Fall 2006 , Summer 2006 , Spring 2006 , Fall 2005 , Fall 2007 , Spring 2008 , Summer 2009 , Spring 2009 , Fall 2008 , Summer 2013 , Spring 2013 , Summer 2008 , Fall 2009 , Fall 2012 , Summer 2012 , Spring 2012 , Fall 2011 , Summer 2011 , Spring 2011 , Summer 2010 , Fall 2010 , Spring 2010
Enrollment deadline:	5/1/17
Scheduled Payments:	Required
Setup fee:	\$45.00
Minimum down payment:	\$0.00
Number of payments:	3
Payment frequency:	Fixed Dates
Late payment fee:	\$30.00

Continue **Cancel**

Review your charges and credits.

Please note that only authorized authorized aid will be deducted from the amount due at the time of enrollment. Financial aid that has not been finalized will not be deducted until the funds have been processed. Payment plans are updated daily and will recalculate your new monthly payments when additional aid or scholarships are posted to your account.

You are responsible for your payment plan until financial aid posts. Please assure that all financial aid paperwork has been completed to avoid delays.

After completing the review of your account charges and credits, click on “Display Schedule” to review your monthly payments and due dates.

RU ACCESS

My Account | Payments | **Payment Plans** | eStatements | eDeposits | eRefunds

Account Payment | Payment History

Plan Enrollment

Select Payment Plan | **Schedule Payment Plan** | Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	4,422.00	
Fees	170.00	
Roosevelt Grant		1,500.00
Balance		3,092.00

Down payment:

Display Schedule | Back | Cancel

Take a moment to review your payment schedule. Please know that changes in your enrollment and/or adjustments in your financial aid may increase or decrease your monthly installment amount.

Plan Enrollment

[Select Payment Plan](#) **Schedule Payment Plan** [Payment Plan Agreement](#)

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	3,795.00	
Lab/Course Fee	200.00	
General Fee	125.00	
Previous balance	14,481.46	
Balance		18,601.46

Down payment:

Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	45.00
Installment 1	5/15/17	6,200.49
Installment 2	6/15/17	6,200.48
Installment 3	7/15/17	6,200.49
Total of installments:		18,601.46
Total fees:		45.00

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

Select Payment Method

From the drop-down menu below, you can choose to pay by electronic check (checking or savings account) or by credit card via PayPath. Electronic check payments have no processing fee. Credit card payments are charged a 2.75% convenience fee.

The screenshot shows the 'RU ACCESS' portal for Roosevelt University. The navigation bar includes 'My Account', 'Payments', 'Payment Plans', 'eStatements', 'eDeposits', and 'eRefunds'. The 'Payment Plans' section is active, showing 'Account Payment' and 'Payment History' options. The 'Plan Enrollment' section has four steps: 'Select Payment Plan', 'Schedule Payment Plan', 'Select Payment Method' (highlighted in green), and 'Payment Plan Agreement'. Below the steps, there are instructions: 'You must pay the plan fees before enrollment can be processed.', 'The selected payment method will be used to pay fees due today and all future installments automatically on the date they are due.', 'You are responsible for making sure that the payment method remains valid for the duration of this payment plan.', and 'If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.' The 'Select Payment Method' section features a dropdown menu labeled 'Payment Method' with the text 'Select Payment Method' and a downward arrow. Below the dropdown are three buttons: 'Select', 'Back', and 'Cancel'. A green oval highlights the dropdown menu and the 'Select' button. At the bottom, there is a note: '*Credit card payments are handled through PayPath®, a tuition payment service.' and a section for 'Electronic Check' which states: 'Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.'

Should you have any questions regarding payment plan enrollment, please contact Financial Aid Services at fas@roosevelt.edu or 866-421-0935.