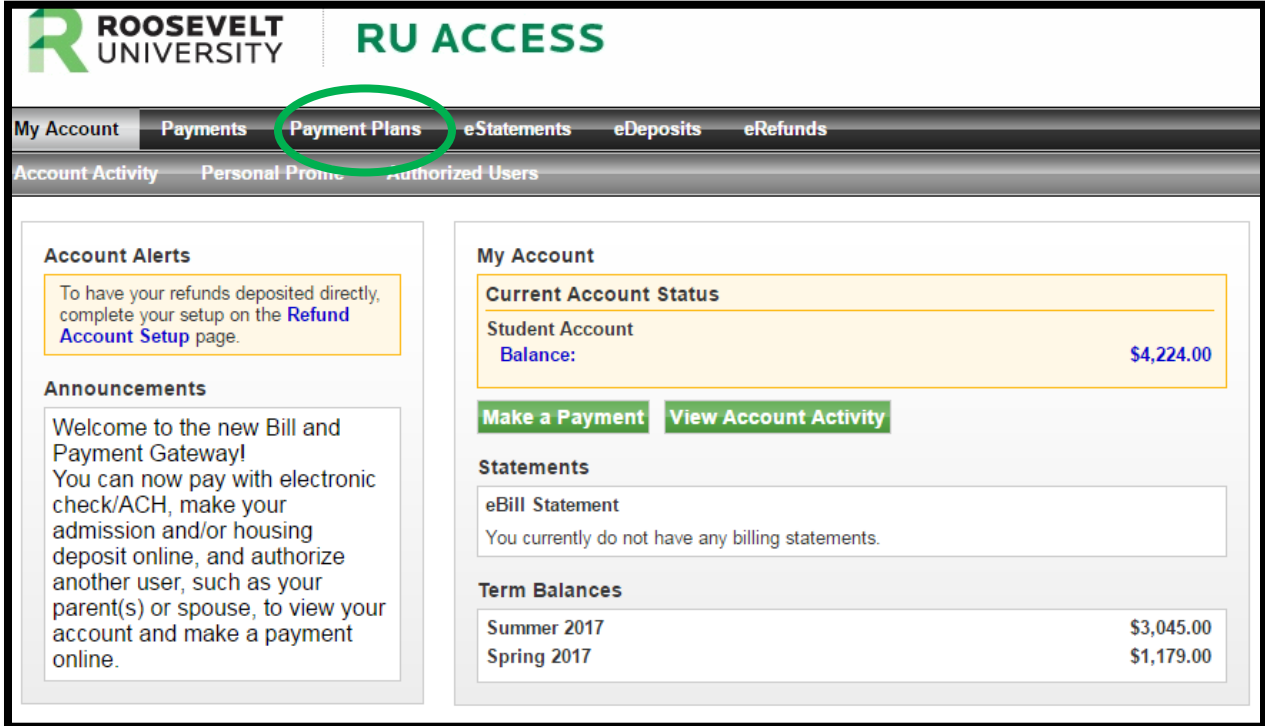


Roosevelt University/TouchNet Payment Plan Guide

Students wishing to enroll in Roosevelt's convenient payment plan can follow the steps below in TouchNet's Bill and Payment suite on 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 are sections for 'Account Alerts', 'Announcements', 'My Account', 'Current Account Status', 'Statements', and 'Term Balances'.

Account Alerts
To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

Announcements
Welcome to the new Bill and Payment Gateway!
You can now pay with electronic check/ACH, make your admission and/or housing deposit online, and authorize another user, such as your parent(s) or spouse, to view your account and make a payment online.

My Account
Current Account Status
Student Account
Balance: **\$4,224.00**

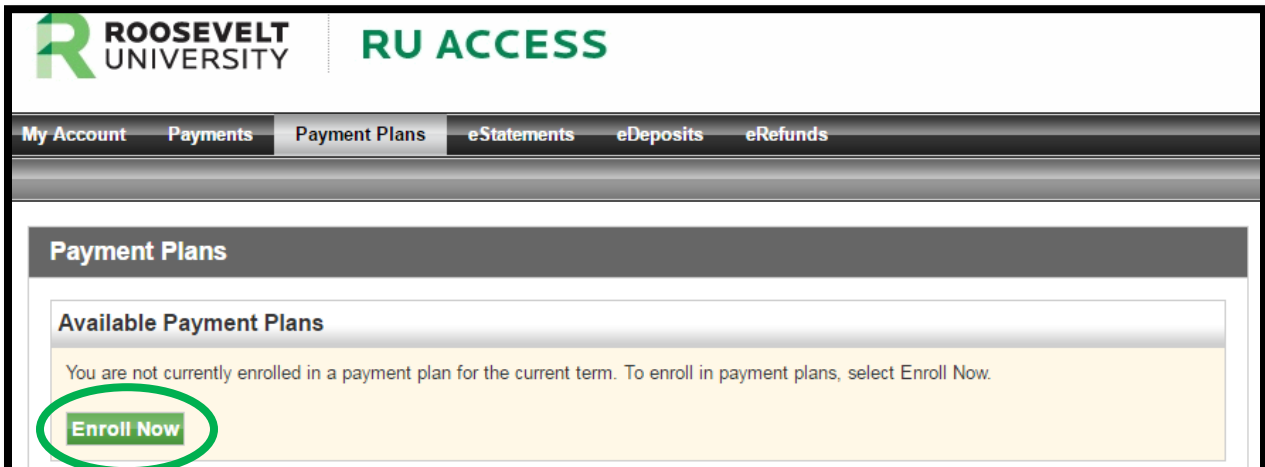
[Make a Payment](#) [View Account Activity](#)

Statements
eBill Statement
You currently do not have any billing statements.

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 displays a message about enrollment and an 'Enroll Now' button (circled in green).

Payment Plans

Available Payment Plans
You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, select [Enroll Now](#).

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

Review the details of your plan and click “Continue:”

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

At the bottom of the page, there are two buttons: 'Continue' (highlighted in green) and '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 2.85% 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 'Payments' section is active, showing 'Account Payment' and 'Payment History'. The main content area is titled 'Plan Enrollment' and has four tabs: 'Select Payment Plan', 'Schedule Payment Plan', 'Select Payment Method', and 'Payment Plan Agreement'. The 'Select Payment Method' tab is selected and highlighted in green. Below the tabs, there is a list of 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.
- If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

The 'Select Payment Method' section contains 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'. The entire dropdown menu and button area is circled in green. Below this section, there is a note: '*Credit card payments are handled through PayPath®, a tuition payment service.' and a paragraph about 'Electronic Check'.

Electronic Check - 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.