

Tuition and Fees Payment

	<p>Click on Make a Payment.</p> <p>This link is located on</p> <ul style="list-style-type: none"> the main Student Portal page under Common Tasks the Left navigation menu under Finance various pages
	<p>Enter the card holders name, credit card number and expiration date.</p> <p>Select the credit card type.</p> <p>Click NEXT</p>
	<p>Enter a payment amount against the fees you wish to pay.</p> <p>If you wish to pay all fees, click pay charges and all outstanding fee amounts will be populated into the Payment Amount fields.</p> <p>Click NEXT</p>
	<p>Confirm the payment amount</p> <ul style="list-style-type: none"> Click change payment amount if the payment amount is different than you intended to pay. You will be returned to the previous page. Update the payment and click NEXT to return to this page. Click change payment details if the credit card information needs to be revised. You will be returned to the first page. Update the credit card information and click NEXT to return to this page. Click SUBMIT to initiate the payment process.
	<p>The status of your payment is displayed.</p> <ul style="list-style-type: none"> Confirmation details of the transactions are presented. Print this page for future reference. Click on the Payments tab to print an official receipt for this transaction. Payments will be declined if the credit card information has been entered incorrectly or exceeds the credit limit on the card.
	<p>Click Print Receipt beside the payment you require a receipt for.</p> <p>Receipts are displayed for the past six months. The date range can be expanded to include payments made prior to this date.</p>