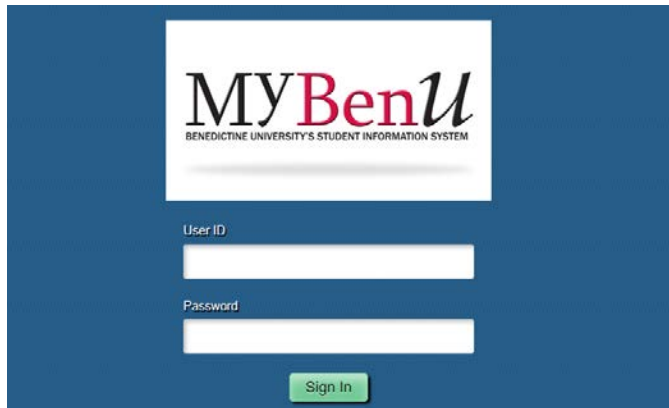




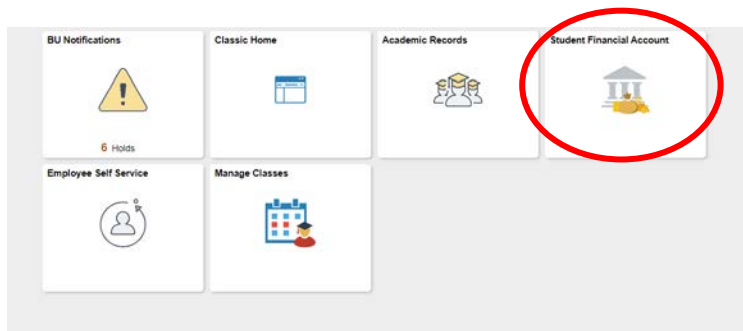
The payment plan is a monthly interest-free option provided by BU through the student's MyBenU portal administered by TouchNet. The student/family may set-up the plan to manage their out-of-pocket balance. There is a term fee of \$25 set-up the plan.

Login – MyBenU student portal – Use your username and password.

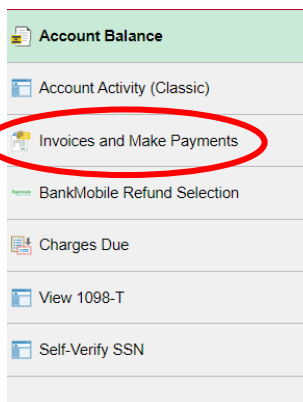


The image shows the MyBenU login page. At the top center is the MyBenU logo with the text "BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM" below it. Below the logo are two input fields: "User ID" and "Password". At the bottom center is a green "Sign In" button.

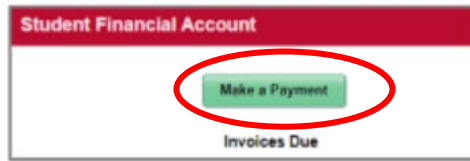
Select – Student Financial Account Tile



Select – Invoices and Make Payments



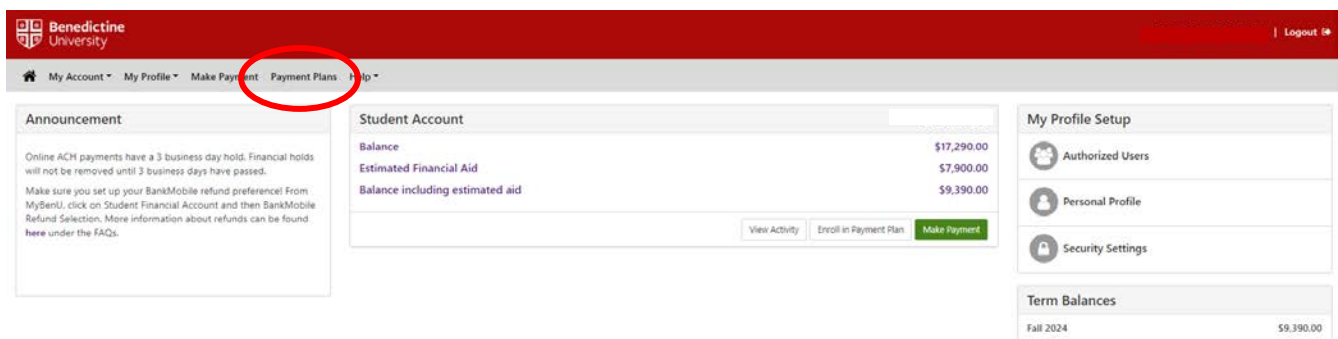
Click on Make a Payment button at the top of the screen



This will be re-directed to the TouchNet system. (If you are not redirected, try clearing your cache, cookies, and/or browser, or try a different browser, or disable your pop-up blocker).

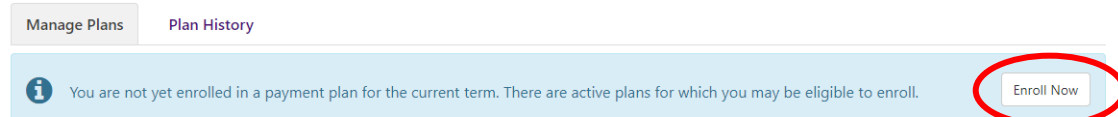
On the TouchNet homepage

Click the payment plan option at the top of the page

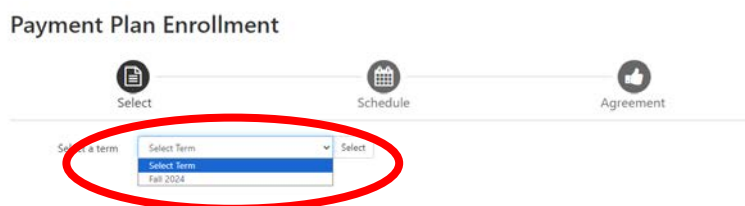


Click on Enroll Now

Payment Plans



Select the term you want to enroll in from the dropdown box. The available plans will appear. Click "select" to begin the enrollment.



The Payment Plan Enrollment screen will display the selected plan details. Click Select button to continue.



Payment Plan Enrollment

Select a term:

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Fall 2024 Semester	\$25.00	5	\$30.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

The Payment Plan Enrollment page which will provide important details regarding the payment plan you selected.

Payment Plan Enrollment

Select — Schedule — Agreement

Fall 2024 Semester

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.

Plan Description

Fall 2024 Semester (August - December) This plan will auto calculate based on your student account activity (increase/decrease in financial aid, increase/decrease in tuition/fees/housing). If you are not accepting your Federal student loans, please contact the Financial Aid Office at financialaid@ben.edu as it will affect the plan's budget. The first payment is due on August 1st, but you will have the option to make a down payment during this enrollment.

You have missed the first 1 of this payment plan due to late enrollment. You will be enrolled for the remaining 4 installments



You have the option to enter an additional payment amount and be given the option to set up automatic payments. Once you have made your selection(s), select "continue" to proceed.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Financial Aid		7,900.00
Tuition	17,290.00	
Balance:		9,390.00
Optional down payment	<input type="text" value="0.00"/>	
<input type="button" value="Update Schedule"/>		

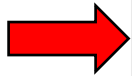
Payment Schedule			
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.			
You owe an additional \$0.00			
Installments	Due Date	Amount(\$)	
Installment 1	9/1/24	2,347.50	
Installment 2	10/1/24	2,347.50	
Installment 3	11/1/24	2,347.50	
Installment 4	12/1/24	2,347.50	
Total of installments:		9,390.00	
Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	25.00
Total amount paid:			0.00
Total due now:			25.00

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.



The next screen you will **enter your payment method** using the dropdown. Select **Continue** onto the next step.

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.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: \$25.00

Method:

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

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

Continue following the remaining prompts to complete the payment plan enrollment.

A confirmation of enrollment will be sent to your Benedictine University student email account.