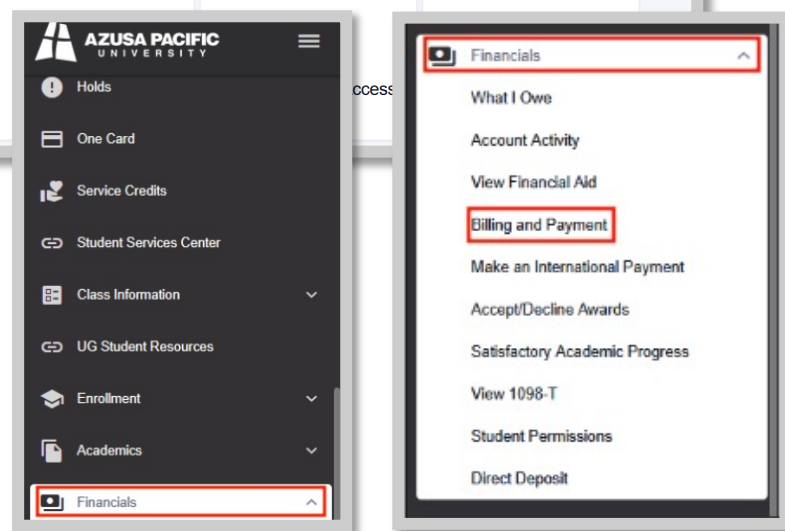


✓ Sign in at: [home.apu.edu](https://home.apu.edu)



✓ Select 'Financials' and then 'Billing and Payment' from the left-hand navigation menu.

**E-CHECKS:** Be aware that while card payments can be charged same day, checks and e-checks (any method requiring the bank routing # and account #) can take up to 10 business days from the Payment Date to complete. Do not submit or schedule a check payment for a date earlier than when you are certain that the funds will be available, and ensure those funds remain available in your bank account until they have been successfully withdrawn by APU. **Only your bank can stop a check payment once it has been submitted, and they will usually charge a fee to do so. APU cannot stop a check payment that you have already submitted, and a check stopped by your bank is considered a failed check payment.**

APU charges a \$35 Returned Payment Fee for each failed check or online payment.

**Payment Center** | Payment History

**Announcements**

This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.  
REMINDER: Spring Semester 2025 semester bills are due on January 15th.

[ENROLL IN PAYMENT PLAN](#) [MAKE PAYMENT](#)

**Account Information**

Make a pre-payment

Details	Amount (\$)
Summer 2025	\$0.00

[VIEW STATEMENTS](#)

**Term Balances** \$ 8,277.25

Description	Amount (\$)
Spring Semester 2025	\$ 2,969.00
Fall Semester 2024	\$ 4,519.25
Summer Semester 2024	\$ 789.00
<b>TOTAL STUDENT ACCOUNT BALANCE / OUTSTANDING CHARGES</b>	<b>\$ 8,277.25</b>

✓ Within the PayMyTuition **PAYMENT CENTER**, you can view your **Account Information** and term balances.

✓ To initiate the online payment process, select the **MAKE PAYMENT** button.

**PAYMENT CENTER** | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE

**Payment Center** | Payment History

Make a pre-payment

Details	Amount (\$)
Summer 2025	\$0.00

**Term Balances**

Description	Amount (\$)
Spring Semester 2025	\$ 2,969.00
Fall Semester 2024	\$ 4,519.25
Summer Semester 2024	\$ 789.00
<b>TOTAL PAYMENT</b>	<b>\$ 2,969.00</b>

[GO BACK](#) [PAY NOW](#)

✓ You can make a payment for charges in a specific term by clicking on the respective checkbox.

✓ Click **PAY NOW** to proceed.

**Payment Details**

Payment Method	Select Payment Method
Amount Payable	ACH
Convenience Fee	Visa (2.85% FEE)
Total Payable	Mastercard (2.85% FEE)

✔ **Students paying from a US bank** are able to submit ACH payments from checking or savings accounts, or debit and credit cards.

✔ Use the drop-down menu to select your preferred payment method.

**ACH**

Funding Account Zip Code	Bank Account Type
Routing Account Zip Code	Checking
Email Address	Phone Number
First Name	Phone Number

YOUR NAME  
YOUR STREET ADDRESS  
YOUR CITY, STATE, ZIP

Pay to the order of

SUNTRUST

ACCOUNT NO

CHECK NO

✔ **If you select ACH as your Payment Method**, you will need to provide your bank details in the pop-up window.

**Option to Save**

☒ Set this as your default payment method.

Save payment method as

Enter payment method name

CANCEL ADD

✔ Prior to clicking the **ADD** button, you can select the option to set this as your default payment method for future payments.

**Payment Options**

Active Payment Options

Add New Payment Method

Chase Credit Card

ADD NEW

NEXT

✔ If you select **Credit Card** as your **Payment Method**, you will need to provide your credit card details in the pop-up window. Prior to clicking the **ADD** button, select the option to set this as your default payment method for future payments.

✔ Within the **Active Payment Options**, select your ACH or credit card account and click **NEXT**.

✔ If you already have a **Preferred Payment Option** saved and auto-selected, simply click **NEXT**.

1 Payment Information

2 Confirm & pay

**Payment Information**

You will send 1,000.00 USD

Institution will receive 1,000.00 USD

Country United States

Payment Detail(s) Details

You selected Visa

**Payer Information**

Name

Email

Phone number

Address 1

City

Province/State

Postal/ZIP Code

Country

**Student Information**

Name

Email

Student ID

PREVIOUS

PAY NOW

✔ Review your payment details within the **Confirm & pay** page and click **PAY NOW** to process your payment in real-time. Your student account will reflect the successful payment immediately.

PAYMENT CENTER

STATEMENTS

REFUNDS

E-DOCUMENTS

CREATE PROFILE

**Payment Status**

Amount Paid USD 446.25

DOWNLOAD PAYMENT RECEIPT

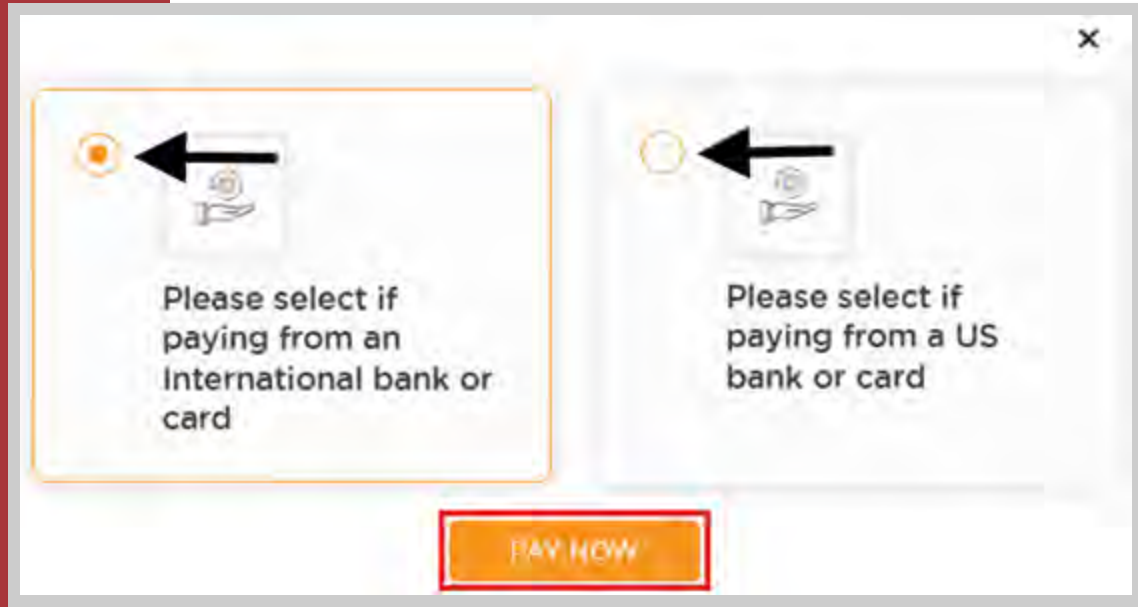
You

PayMyTuition

Your Institution

Notifications

✔ Once your payment is completed, the final screen will provide your receipt as proof of payment. You can click to **DOWNLOAD PAYMENT RECEIPT** for your records.



A screenshot of a payment selection dialog box. The dialog has a close button (X) in the top right corner. It contains two radio button options, each with an icon of a banknote and a dollar sign. The first option is highlighted with an orange border and contains the text "Please select if paying from an International bank or card". The second option contains the text "Please select if paying from a US bank or card". At the bottom center of the dialog is an orange button with the text "PAY NOW". A red dashed arrow points from the dialog box towards the right.

✔ International payers will be given the option to pay from a US bank or from an international bank. Make sure you select the option that matches your source of funds.

✔ Once you have selected your desired currency, if applicable, select the **PAY NOW** button.

The screenshot shows a six-step process flow at the top: 1. Select Plan, 2. Schedule, 3. Payment Information, 4. Payer Information, 5. Student Information, and 6. Agreement. Below this, the 'What country are you paying from?' section has a dropdown menu with 'United Kingdom' selected. To the right, a callout box states: 'Pay your fees from any country, at any bank, in any currency!' and lists three benefits: 'Don't overpay your bank on currency exchange PayMyTuition will save you money!', 'Track your payments from start to finish using PayMyTuition's student payment dashboard.', and 'Multilingual customer support to help you when you need us.' Below the country selection is the 'Make a payment' section, which shows 'In USD, The amount you will be paying to Salt Lake Community College' and a payment amount of '\$520'.

✔ **Students paying from an international bank** are able to submit payments from international bank transfers, EFT, eWallet, online bill payments, or debit and credit cards.

✔ **What country are you paying from?** You will need to search for the country you are paying from using the drop-down menu.

✔ The **Make a payment** section will auto-populate the payment amount due.

The screenshot shows the 'Payment Options' section. On the left, a list of payment methods is shown with checkboxes: 'Bank Transfer in British Pound (GBP)' (checked), 'Trustly Bank Transfer in British Pound (GBP)', 'Visa - Debit or Credit in GBP', 'Mastercard - Debit or Credit in GBP', 'PayPal', and 'Pay in another currency'. The amount '292.00 GBP' is displayed next to the first three options. On the right, a 'Bank Transfer' section with a bank icon provides instructions: '1. Bank transfer instructions' (MTFX will provide you with instructions to pay 292.00 GBP to our tuition collections account), '2. Fund your transaction' (Please make the transfer within 48 hours via online banking or by visiting your bank in person), and '3. Track & confirm your payment' (MTFX will send you a confirmation upon receipt of your funds and once your payment has been processed by your school. This can take up to 72 hours to complete). A red circle highlights the first three payment options. A red arrow points from the 'NEXT' button at the bottom right to the right-hand text.

✔ **Payment Options** requires you to select your preferred method of payment.

✔ Once selected, click **NEXT**.

The screenshot shows a six-step process flow at the top: 1. Select Plan, 2. Schedule, 3. Payment Information, 4. Payer Information (highlighted), 5. Student Information, and 6. Agreement. Below the flow, a message states: "We require the following information to process your payment". The form includes an "Email address" field with a red information icon, and a section titled "Who will be making this payment?" with two radio button options: "Student" (selected) and "Someone else". A red dashed arrow points from this section to the right.

- ✔ Students or payers paying from an international bank will need to review information populated in the **Payer Information** section.

The screenshot shows a form for "Student Information" with fields for: First Name (John), Last Name (Doe), Address 1 (102 S. Emerson Ave), Address 2 (Apt 102), Country (United Kingdom), Province/State (Province/State), City (Salt Lake City), Postal/ZIP Code (84005-2020), and Phone Number (8014840622). A red dashed arrow points from this form to the right.

- ✔ This section will auto-populate your email address, residential address, and phone number according to the information on your home.apu.edu student portal.

The screenshot shows the "Identification of Student" form. It has three input fields: "Identification type", "Expiration date", and "Identification number". To the right, there is a section titled "Please upload student identification" with a cloud upload icon and a "BROWSE" button circled in red. Below the icon, it says "Drag and drop files here to upload" and "Only JPG, JPEG, PNG and GIF files can be uploaded". Three black arrows point from the text "Please upload student identification" to the three input fields. A red dashed arrow points from the "BROWSE" button to the right.

- ✔ **Identification of Student** requires government-issued ID information and a copy of the respective government-issued ID for the student (or the payer, if the payer is different than the student) to ensure there is no Anti-Money Laundering (AML) risk with your payment to APU.
- ✔ Click **NEXT** at the bottom of the page to proceed.



**Student information**

Student ID  
500002606

Email address

First name  
Jane

Last name  
Doe

Payment information\*

PREVIOUS

NEXT

- ✓ The **Student information** section will default according to the information on your home.apu.edu student portal.
- ✓ Click **NEXT**.

1 Payment information

2 Confirm & pay

**Payment Information**

You will send  
1,000.00 USD

Institution will receive  
1,000.00 USD

Country  
United States

Payment Detail(s)  
[Details](#)

You selected  
Visa

**Payer Information**

Name

Email

Phone number

Address 1

City

Province/State

Postal/ZIP Code

Country

**Student information**

Name  
Malivive Wulcome Mazoko

Email

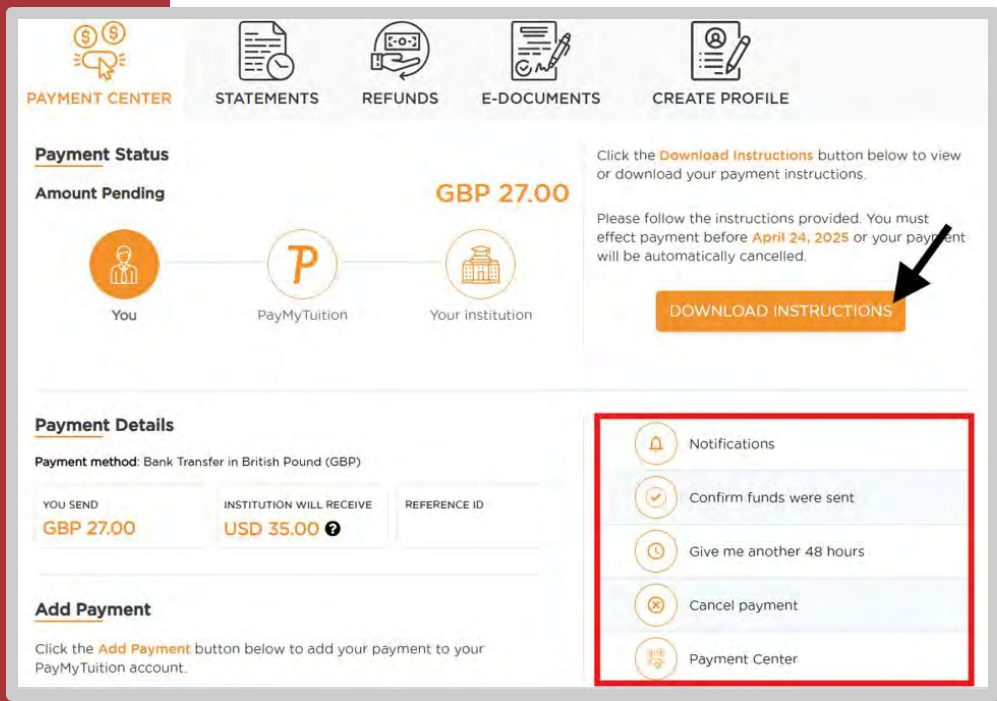
Student ID

PREVIOUS

PAY NOW

- ✓ Review your payment details within the **Confirm & pay** page and click **PAY NOW** to complete your transaction.





- ✓ You will be taken to your **PAYMENT CENTER** tracking dashboard.
- ✓ This dashboard allows you to view **Payment Details**, manage your transaction by adjusting notifications, and confirming funds were sent.
- ✓ You will need to action on the **DOWNLOAD INSTRUCTIONS** button (for bank transfers) or the **PAY NOW** button (for credit card or eWallets) to retrieve payment instructions and complete your payment.








**Note: When paying from an international bank payments may take 1 – 5 business days to process. The balance on your student account will update to reflect completed payments as soon as they are processed.**

**PayMyTuition will notify you via email with updates regarding your payment process, and lastly once the payment is complete with instructions to retrieve your payment receipt. Your payment receipt is accessible within your PayMyTuition PAYMENT CENTER.**

## SCHEDULED PAYMENTS

- ✓ You can view scheduled installments within the **PAYMENT CENTER** module and scrolling to the bottom of the page.
- ✓ Payment plan installments can only be scheduled for students making their installment payments from a US bank.

Enrolled Payment Plan						
Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
15-04-2025	Setup Fee	PAID	\$ 35.00	\$ 35.00	\$ 0.00	
14-04-2025	Installment 1	PAID	\$ 400.37	\$ 400.37	\$ 0.00	
14-05-2025	Installment 2	SCHEDULED	\$ 467.03	\$ 0.00	\$ 0.00	
16-06-2025	Installment 3	SCHEDULED	\$ 467.03	\$ 0.00	\$ 0.00	
14-07-2025	Installment 4	SCHEDULED	\$ 467.07	\$ 0.00	\$ 0.00	

The **Action** column will allow you to make changes to a payment.

**View:** Clicking this icon will transfer you to the transaction dashboard where you can view payment details and retrieve a copy of your payment receipt.

**Edit:** Clicking this icon will transfer you to the **Scheduled Payment Details** page. Here, you can add a new payment method for an upcoming installment by clicking the **ADD NEW** button.

**Note:** If you have an upcoming scheduled payment, you do not need to make manual payments towards your payment plan. The funds will be automatically debited from your bank account or credit card according to your default payment method. If you make an online payment before a scheduled payment has completed, your balance will update accordingly.

**You will receive at least 2 emails to your APU email with reminders for upcoming scheduled payments in advance of the due date. Once your scheduled payment has been withdrawn, you will receive a notification confirming the transaction was successful.**