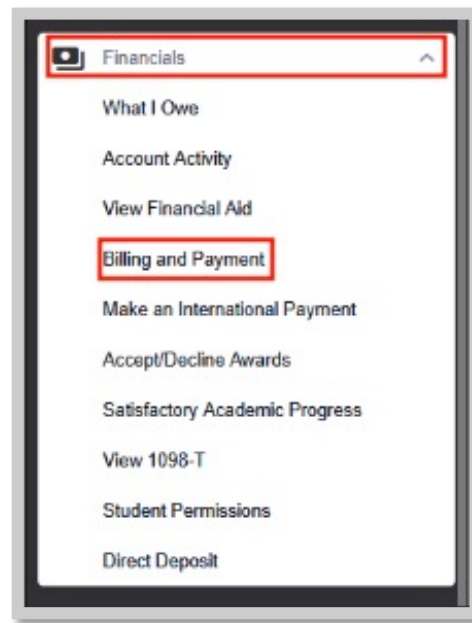
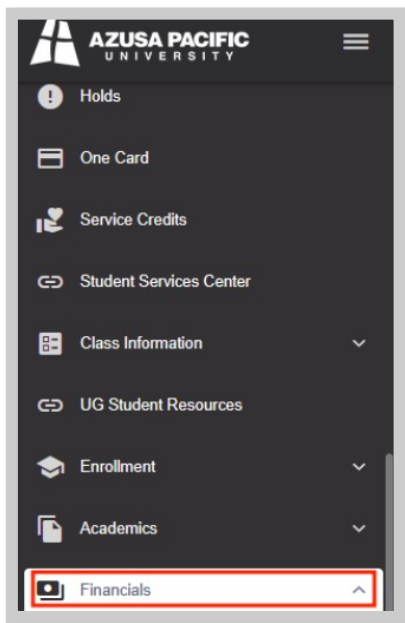
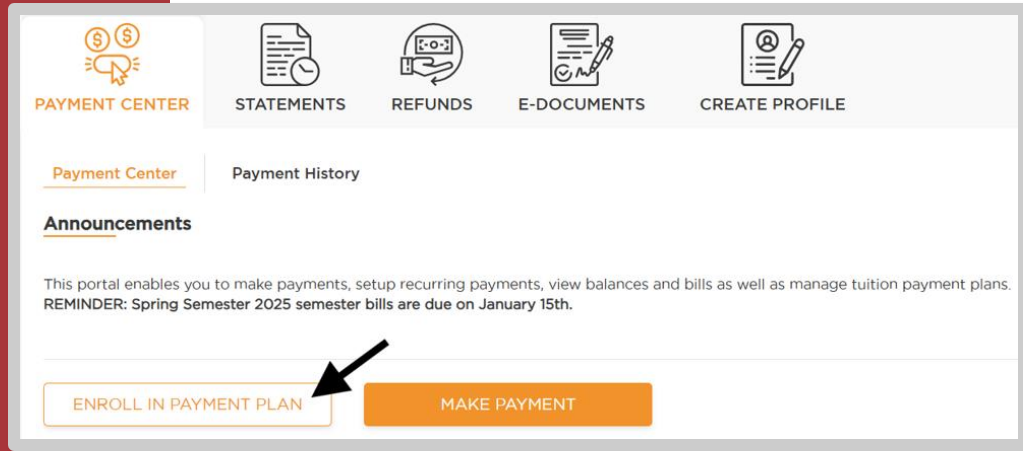


Sign in at: [home.apu.edu](https://home.apu.edu)

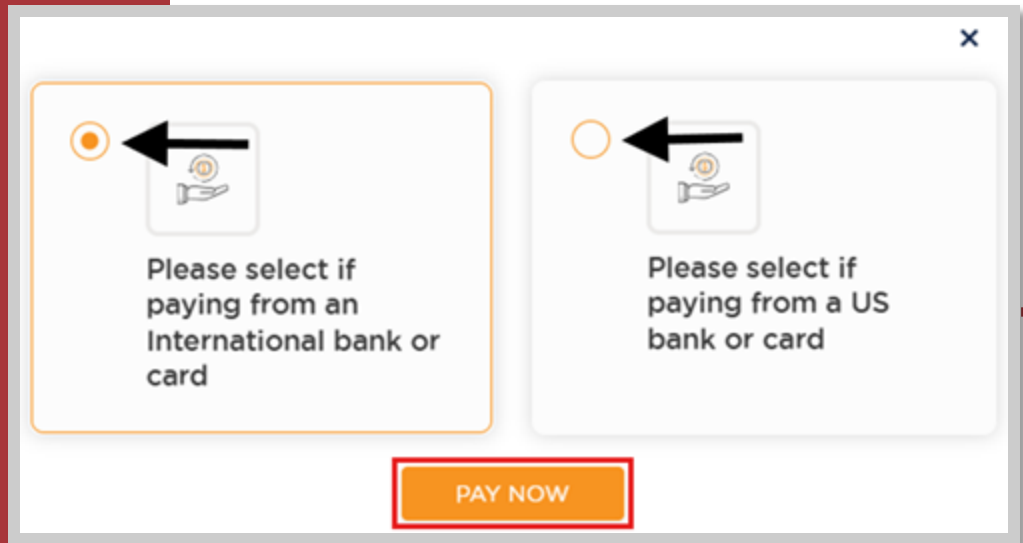


Select 'Financials' and then 'Billing and Payment' from the left-hand navigation menu.

If you are eligible to enroll in a payment plan, the 'ENROLL IN PAYMENT PLAN' button will be available in the PayMyTuition **PAYMENT CENTER**.



- ✓ Within the PayMyTuition **PAYMENT CENTER**, click the **ENROLL IN PAYMENT PLAN** button to begin the process.



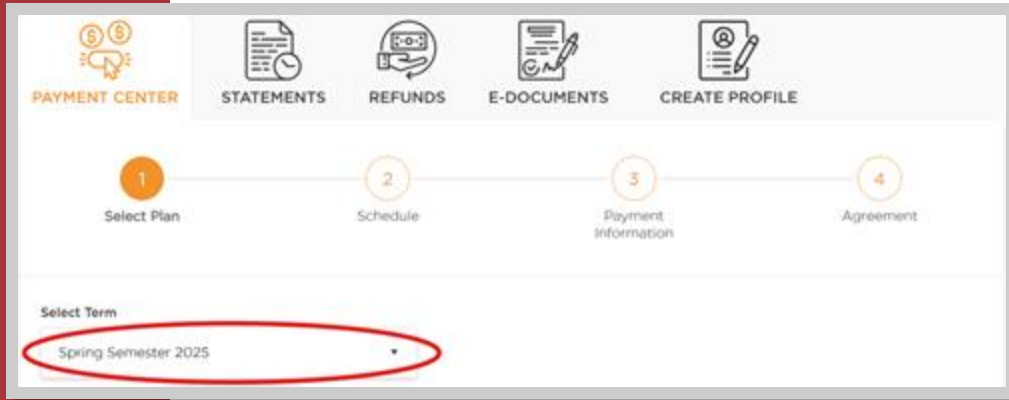
**Note: International students will be given the option to pay from an international bank or from a US bank. Make sure you select the option that matches your source of funds.**

**Domestic students are only able to pay from a US bank and will not have this option.**

- ✓ Once you have selected whether you would like to pay from an international bank or a US bank, select the **PAY NOW** button.

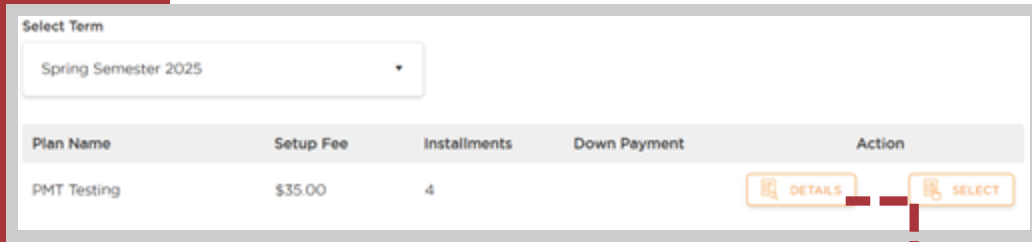
## Step 1: Select Plan

✓ The **'Select Term'** section will allow you to choose the term you would like to enroll in a payment plan. Please note you can only be enrolled in one plan at a time.



The screenshot shows the 'Payment Center' navigation bar with icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below is a progress bar with four steps: 1. Select Plan, 2. Schedule, 3. Payment Information, and 4. Agreement. The 'Select Plan' step is active. Below the progress bar, the 'Select Term' dropdown menu is open, showing 'Spring Semester 2025' as the selected option, which is circled in red.

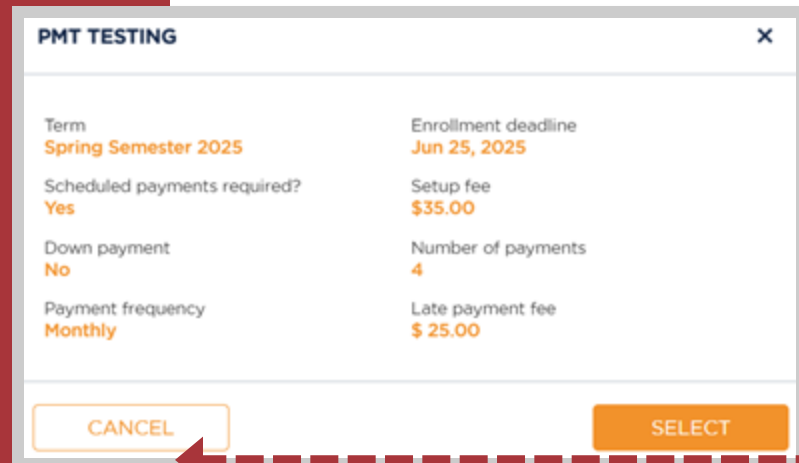
✓ Once you have selected the term you will see the plan(s) you are eligible to enroll in. You can click on the **Details** button to see a preview of plan details, including fee information and due dates.



The screenshot shows the 'Select Term' dropdown menu with 'Spring Semester 2025' selected. Below the dropdown is a table of available plans:

Plan Name	Setup Fee	Installments	Down Payment	Action
PMT Testing	\$35.00	4		<a href="#">DETAILS</a> <a href="#">SELECT</a>

✓ Once you've read through the plan details, click **SELECT** to continue, or click **CANCEL** to go back.



The screenshot shows the 'PMT TESTING' plan details modal. The modal displays the following information:

- Term: Spring Semester 2025
- Enrollment deadline: Jun 25, 2025
- Scheduled payments required?: Yes
- Setup fee: \$35.00
- Down payment: No
- Number of payments: 4
- Payment frequency: Monthly
- Late payment fee: \$ 25.00

At the bottom of the modal, there are two buttons: CANCEL and SELECT. The SELECT button is highlighted with a red dashed arrow pointing to it from the 'DETAILS' button in the previous screenshot.

1 Select Plan 2 Schedule 3 Payment Information 4 Agreement

Eligible Charges and Credits

Description	Charges (\$)	Credits (\$)
Charges	\$10,999.75	
Payments		\$954.75

Balance: \$10,045.00

Down payment: \$0.00 Setup fee: \$35.00

**CALCULATE**

Payment Plan Schedule

Description	Due Date YYYY-MM-DD	Amount
<input checked="" type="checkbox"/> Setup Fee	2025-04-22	\$ 35.00
<input checked="" type="checkbox"/> Installment 1	2025-04-14	\$ 2,511.25
<input type="checkbox"/> Installment 2	2025-05-14	\$ 2,511.25
<input type="checkbox"/> Installment 3	2025-06-16	\$ 2,511.25
<input type="checkbox"/> Installment 4	2025-07-14	\$ 2,511.25

Total value of installments: \$10,045.00

Total due now: \$2,546.25

**NEXT**

## Step 2: Schedule

- ✓ This section will show eligible charges and credits for the payment plan, along with your total account balance.
- ✓ Any applicable enrollment or setup fees will be shown on this screen.
- ✓ Click the **CALCULATE** button.
- ✓ Choosing the **CALCULATE** button will calculate your installments according to the payment plan installment schedule.
- ✓ Installments selected by default (**grey checkbox**) must be paid immediately to enroll in a plan.
- ✓ Installments that are not selected by default (**orange checkbox**) can be selected if you would like to add an additional amount to your payment. This additional amount will be applied evenly to your remaining installments, reducing the upcoming installment amounts.
- ✓ Details on the total value of installments and the total due now are available at the bottom of the schedule.
- ✓ Click **NEXT**.

### Payment Details

Payment Method

Select Payment Method

Amount Payable

ACH

Visa (2.85% FEE)

Convenience Fee

Mastercard (2.85% FEE)

Total Payable

Discover (2.85% FEE)

ACH

Funding Account Zip Code

Funding account Zip Code\*

Bank Account Type

Checking

Email Address

Email address\*

Phone Number

Phone number\*

YOUR NAME  
YOUR STREET ADDRESS  
YOUR CITY, STATE 12345

Pay to the order of

ROUTING NO. ACH ROUTING / TRANSIT NO.

SUNTRUST

ACCOUNT NO.

CHECK NO.

### Option to Save

☒ Set this as your default payment method.

Save payment method as

Enter payment method name

CANCEL

ADD

### Step 3: Payment Information

- ✔ This section will allow you to select your preferred **Payment Method**.
- ✔ **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.
- ✔ If you select **ACH** as your **Payment Method**, you will need to provide your bank 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 installment payments. A default payment method is required.
- ✔ Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.
- ✔ You will be able to add new payment methods or edit existing payment methods later if needed.

**Payment Options**

**Active Payment Options**

☒ Chase Credit Card

**Add New Payment Method**

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 installment payments.

✓ Please note that the default payment method will be used for any future installments in any future terms, not just the current semester.

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

✓ Read through the entire **Payment Plan Agreement** and then check the box next to **I agree to the Terms and Conditions**.

✓ You will be required to provide an electronic signature before selecting **PAY NOW** at the bottom of the page.

✓ Your payment will be processed automatically, and you will be enrolled in the payment plan.

**Agreement**

The terms below apply to all sections of the Payment Plan. Payment Plans are valid for one semester only and incur a **non-refundable \$30 enrollment fee**.

**1. Payment Schedule**

**1.1 Payment Commitment:**  
The student agrees to pay \_\_\_\_\_ for tuition, fees, and other related expenses according to the payment schedule outlined below.

**1.2 Payment Due Dates:**  
The student shall make monthly payments on or before the **10th of each month**. For students enrolled in automatic payments (auto-draft) payments will process on the **10th of each month**.

**1.3 Grace Period:**  
Each payment includes a grace period of **5 calendar days** from the due date, during which no late fees will be assessed.

**1.4 Monthly Payment Amount:**  
The monthly payment amount is approximately 1/5, 1/4, 1/3, or 1/2 of the **total remaining tuition and fees after financial aid is applied**, based on the selected plan option. Payment amounts may adjust if additional charges, course changes, or financial aid adjustments occur.

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 features a drop-down menu with 'United Kingdom' selected. An arrow points to this menu with the text 'Pay your fees from any country, at any bank, in any currency!'. To the right, three bullet points are listed: '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 states 'In USD, The amount you will be paying to Salt Lake Community College' and shows a payment amount of '33.00'.

- ✔ **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 displays the 'Payment Options' section. On the left, a list of payment methods is shown with checkboxes: 'Bank Transfer in British Pound (GBP)' (checked, 292.00 GBP), 'Trustly Bank Transfer in British Pound (GBP)' (unchecked, 292.00 GBP), 'Visa - Debit or Credit in GBP' (unchecked, 298.00 GBP), 'Mastercard - Debit or Credit in GBP' (unchecked, 298.00 GBP), 'PayPal' (unchecked, 303.00 GBP), and 'Pay in another currency' (unchecked). A red circle highlights the first option. To the right, under a bank icon, is the 'Bank Transfer' section with three sub-sections: '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). At the bottom right, an orange 'NEXT' button is highlighted with an arrow.

- ✔ **Payment Options** requires you to select your preferred method of payment.
- ✔ Once selected, click **NEXT**.

1 Select Plan 2 Schedule 3 Payment Information 4 Payer Information 5 Student Information 6 Agreement

**We require the following information to process your payment**

Email address

Who will be making this payment?

☒ Student ☐ Someone else

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

First Name: Jane

Last Name: Doe

Address 1: 102 E. Emerson Ave

Address 2:

Country: United Kingdom

Province/State: Province/State

City: Salt Lake City

Postal/ZIP Code: 84105-2528

Phone Number: 8014845622

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

**Identification of Student**

Identification type

Expiration date

Identification number

Please upload student identification

Drag and drop files here to upload  
Only .JPG, .JPEG, .PNG and .PDF files can be uploaded.

BROWSE

- 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  
[Redacted]

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**.

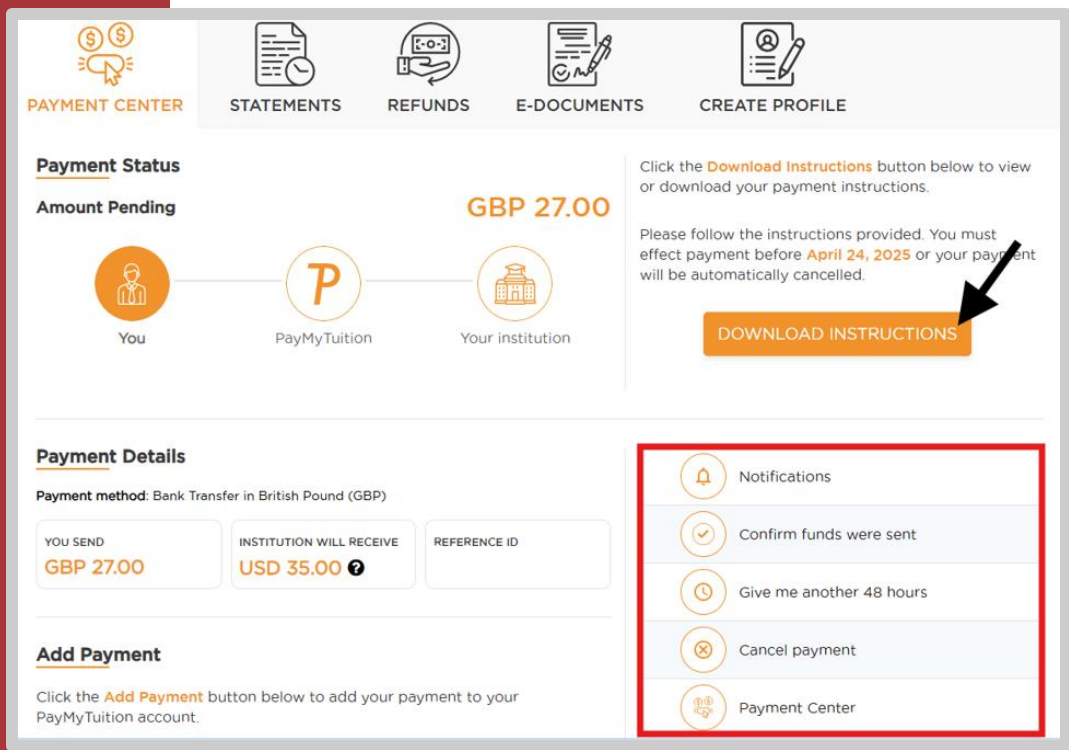
**Agreement**

The terms below apply to all sections of the Payment Plan. Payment Plans are valid for one semester only and incur a **non-refundable \$30 enrollment fee**.

**1. Payment Schedule**  
**1.1 Payment Commitment:**  
The student agrees to pay [Redacted] for tuition, fees, and other related expenses according to the payment schedule outlined below.  
**1.2 Payment Due Dates:**  
The student shall make monthly payments on or before the **10th of each month**. For students enrolled in automatic payments (auto-draft) payments will process on the **10th of each month**.  
**1.3 Grace Period:**  
Each payment includes a grace period of **5 calendar days** from the due date, during which no late fees will be assessed.  
**1.4 Monthly Payment Amount:**  
The monthly payment amount is approximately **1/5, 1/4, 1/3, or 1/2 of the total remaining tuition and fees after financial aid is applied**, based on the selected plan option. Payment amounts may adjust if additional charges, course changes, or financial aid adjustments occur.

✓ Read through the entire **Payment Plan Agreement** and then check the box next to **I agree to the Terms and Conditions**.

✓ You will be required to provide an electronic signature before selecting **PAY NOW** at the bottom of the page.



- ✓ You will be taken to your **PAYMENT CENTER** tracking dashboard.
- ✓ This dashboard allows you to view Payment Details, manage your transaction by adjusting notifications, confirming funds were sent, requesting an additional 48 hours on your rate, cancelling your payment, or accessing your Payment Center.
- ✓ 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.
- ✓ Once your payment is processed successfully you will be enrolled in the payment plan.

**Note: When paying from an international bank your installment payments will not be scheduled. You are responsible for completing your payments prior to the installment due date by accessing PayMyTuition.**

Account Information

Make a pre-payment

Details	Amount (\$)
Summer 2025	\$0.00

Enrolled Payment Plan & Billing

\$ 10,045.00

Description	Amount (\$)
Payment plan balance	\$ 10,045.00

VIEW STATEMENTS

MAKE PAYMENT

Term Balances

\$ 5,200.00

Description	Amount (\$)
Fall Semester 2024	\$ 5,000.00
Summer Semester 2024	\$ 200.00

TOTAL STUDENT ACCOUNT BALANCE / OUTSTANDING CHARGES

\$ 15,245.00

Enrolled Payment Plan

Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
22-04-2025	Setup Fee	INITIATED	\$ 35.00	\$ 0.00	\$ 0.00	
23-04-2025	Installment 1	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-05-2025	Installment 2	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-06-2025	Installment 3	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-07-2025	Installment 4	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW

Once your payment plan is set up, you will be able to view your plan on your PAYMENT CENTER.

- ✔ **Enrolled Payment Plan & Billing:** This will show any payment plans you are currently enrolled in.
- ✔ **Term Balances:** This will include ALL charges, even ones for other semesters.
- ✔ **Scheduled Payments:** View the upcoming payments on your plan, including the charge date and amount, as well as the saved payment method it will be charged to.