

Payment Plan Instructions

Under the “QUICK VIEW” heading.

1. Choose the “Enroll in a Payment Plan” tab.
2. In the sentence under the Payment Plan heading, click one payment plan.

The screenshot shows the Alvin Community College student account management interface. At the top, there is a blue header with the ACC logo and the text "Alvin Community College". To the right, there is a banner for "The ACC Advantage" featuring a student's photo and the text "The ACC Advantage" and "www.alvincollege.edu". Below the header is a navigation menu with tabs: Home, Payments, Payment Plans, Authorized Users, and My Profiles. The main content area is titled "Welcome Jane Doe" and includes a brief introduction: "This is the place to manage your student account activity. Here you can make payments, enroll in a payment plan, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site." On the left, there is an "Announcements" section with a message: "**** Please DO NOT use the BACK button**** Please be aware that we do not allow partial payments. If you wish to sign up for a payment plan, please use the tab marked 'PAYMENT PLAN'." The "Quick View" section contains three buttons: "Current Account Status", "Recent Payments and Credits", and "Enroll in a Payment Plan". Below this is a "Payment Plans" section with the text: "There is one payment plan available for enrollment. For details, please click 'View Plan' below, or select the Payment Plans tab." The "Available Payment Plans" section contains the text: "TEST copy of 2005U11 pymt plan [View Plan](#)". At the bottom left, there is a link for "IMPORTANT INFORMATION" and at the bottom right, there is a logo for "POWERED BY TouchNet".

Notice the headings labeled:

1. Payment Plan
2. Budget Worksheet
3. Payment Method
4. Sign Agreement

On the Payment Plan (1) page below, click **CONTINUE**.

Alvin Community College

Home Payments **Payment Plans** Authorized Users My Profiles

Sign Up For a New Payment Plan

1 **Payment Plan** 2 Budget Worksheet 3 Payment Method 4 Sign Agreement

TEST copy of 208SU11 pymt plan
2008 SUMMER PAYMENT PLAN USING COPY OF 208SPB PYMT PLAN

TEST copy of 208SU11 pymt plan Details	
Term(s):	2008 Summer 11
Enrollment Deadline:	06/10/2008
Scheduled Payments:	Required
Setup Fee:	\$20.00
Minimum Down Payment:	50.00%
Number of Payments:	2
Payment Frequency:	Fixed Dates
Late Payment Fee:	\$25.00

Cancel Continue

IMPORTANT INFORMATION

powered by TouchNet

The Budget Worksheet (2) page, click Display Payment Schedule.

ACC Alvin Community College

Ask for Help | Log Out

The ACC Advantage
Lorraine and Charzetta Fleming
www.alvincollege.edu

Home Payments **Payment Plans** Authorized Users My Profiles

Sign Up For a New Payment Plan

① Payment Plan ② **Budget Worksheet** ③ Payment Method ④ Sign 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.

	Charges	Credits
Tuition:	\$348.00	
Fees:	\$112.00	
Down Payment:		\$ 230.00


Display Payment Schedule

<< Back Cancel


IMPORTANT INFORMATION

POWERED BY TouchNet

Review the information below and click:: **Continue**



Ask for Help | Log Out



[Home](#) [Payments](#) **[Payment Plans](#)** [Authorized Users](#) [My Profiles](#)

[Sign Up For a New Payment Plan](#)

1 Payment Plan
 2 **Budget Worksheet**
 3 Payment Method
 4 Sign 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.

	Charges	Credits
Tuition:	\$348.00	
Fees:	\$112.00	
Down Payment:		\$ 230.00

Description	Due Date	Amount Due	Amount Paid
Setup Fee	Due Now	\$20.00	\$0.00
Down Payment	Due Now	\$230.00	\$0.00
Totals:		\$250.00	\$0.00
1st Installment	06/25/2008	\$115.00	\$0.00
2nd Installment	07/06/2008	\$115.00	\$0.00
Total of Installments:		\$230.00	\$0.00

On the Payment Method (3) page, click **Select Payment Method**-

1. Click one of the options in the drop down menu:
 - a. **New Electronic Check** or **New Credit Card**
 - b. Click **CONTINUE**

ACC Alvin Community College

Home Payments **Payment Plans** Authorized Users My Profiles

Sign Up For a New Payment Plan

1 Payment Plan 2 Budget Worksheet 3 **Payment Method** 4 Sign Agreement

Description	Due Date	Amount Due	Amount Paid
Setup Fee	Due Now	\$20.00	\$0.00
Down Payment	Due Now	\$230.00	\$0.00
Totals:		\$250.00	\$0.00
1st Installment	06/25/2008	\$115.00	\$0.00
2nd Installment	07/08/2008	\$115.00	\$0.00
Total of Installments:		\$230.00	\$0.00

You must pay for plan fees before your enrollment can be processed. Please select a payment method below. Future installments will be paid using the same payment method, by this system, 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.

-- Select Payment Method --
-- Select Payment Method --
New Electronic Check (checking/savings)
New Credit Card

<< Back Cancel

IMPORTANT INFORMATION

POWERED BY TouchNet

2. Completely fill-in the form and click :: Continue

ACC Alvin Community College

Home Payments **Payment Plans** Authorized Users My Profiles

1 Payment Plan 2 Budget Worksheet 3 **Payment Method** 4 Sign Agreement

Payment Method: New Credit Card Go

Account Information

Card Number: 5353535353535353

Cardholder Name: Jane Doe

Save Payment Method As: Jane's MC (e.g. My Visa)

Expiration Date: 06 2010

Credit Card Type: MasterCard

Card Verification Value: 213 [What is this?](#)

Cardholder Billing Information

Billing Address: 123 Sun Street

City: Austin

State/Province: Texas (TX)

Zip Code: 78123

<< Back Cancel Continue

IMPORTANT INFORMATION

powered by TouchNet

Enter the last four digits of your Student ID.

If you Agree with the statement, click the "I Agree" button.

If you do not agree, Click CANCEL and your Payment Plan will not be created.

ACC Alvin Community College

Home Payments **Payment Plans** Authorized Users My Profiles

Ask for Help | Log Out

The ACC Advantage
Founded in 1957 Charzetta Fleming
www.alvincollege.edu

Sign Up For a New Payment Plan

1 Payment Plan 2 Budget Worksheet 3 Payment Method 4 **Sign Agreement**

Please read the following agreement carefully before you continue.

I, Jane Doe, hereby agree to pay the balance deferred automatic electronic withdrawal as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that Alvin Community College will continue to attempt debiting my account until the funds have been received for the installment that is past due. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$20.00. I understand that a \$25.00 late fee will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle Alvin Community College to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full. 1st Installment in the amount of \$115.00 due on 06/25/2008. 2nd Installment in the amount of \$115.00 due on 07/08/2008.

This agreement is dated Monday, June 09, 2008.

For fraud detection purposes, your internet address has been logged.

207.80.104.200 at 06/09/2008 11:06:16 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please enter the last four digits of your Student ID number in this field and press the "I Agree" button to continue.

<< Back Cancel I Agree

IMPORTANT INFORMATION

powered by TouchNet

After clicking the **I Agree** button you will receive the following message:

PLEASE WAIT WHILE WE PROCESS YOUR ENROLLMENT. DO NOT CLICK THE STOP OR BACK BUTTONS.
THIS COULD TAKE SEVERAL MINUTES (FIVE MINUTES OR MORE).

The following is your Payment Confirmation success page.

The screenshot shows the Alvin Community College website's payment confirmation page. At the top, there is a navigation bar with links for Home, Payments, Payment Plans, Authorized Users, and My Profiles. A secondary bar contains links for Make a Payment and Payment History. The main content area features a yellow-bordered box with a thank-you message. Below this is a table titled 'Payment Confirmation' with 13 rows of transaction details. At the bottom left, there is a section for 'IMPORTANT INFORMATION' and a 'powered by TouchNet' logo at the bottom right.

ACC Alvin Community College

Ask for Help | Log Out

The ACC Advantage
Founded in 1957 Charzetta Fleming
www.alvincollege.edu

Home Payments Payment Plans Authorized Users My Profiles

Make a Payment Payment History

**Thank you, your payment was processed successfully.
Your enrollment in TEST copy of 208SU11 pymt plan was processed successfully.**

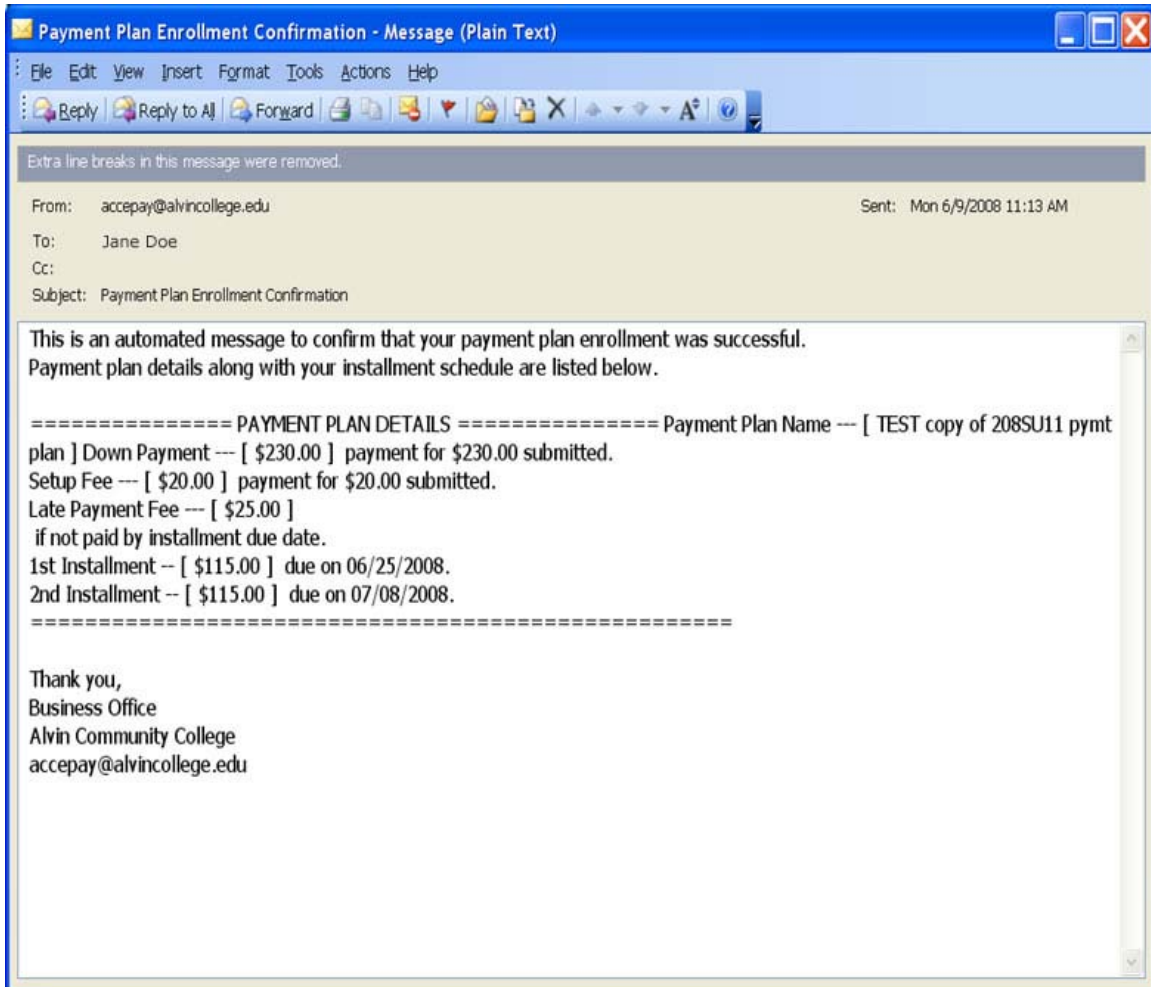
Payment Confirmation	
Payment Date:	Monday, June 09, 2008
Payment Time:	11:13:14 AM CDT
Name of Payee:	Alvin Community College
Name on Card:	Jane Doe
Account Number:	xxxxxxxxxxxx5454
Expiration Date:	0610
Amount Paid:	\$ 250.00
Description:	Student Account Payment
Student Name:	Jane Doe
Confirmation Number:	20080609000000
Authorization Code:	111257
Merchant ID:	XXXXYYZZZ

Card not present for this transaction. Please print this page for your records.

IMPORTANT INFORMATION

powered by TouchNet

Additionally, you should also receive a Payment Plan Enrollment Confirmation email message in the email account you used to sign up for this Payment Plan.



PAYMENT IN FULL
(CREDIT CARD OR DEBIT CARD W/LOGO)

- 1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
- 2) SELECT **MAKE A PAYMENT**
- 3) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
- 4) SELECT MAKE A PAYMENT (ON THE BOTTOM RIGHT OF SCREEN)
- 5) SELECT PAY – UNDER ACTION
- 6) SELECT PAYMENT METHOD – CREDIT CARD
- 7) ENTER CREDIT CARD INFORMATION AS REQUESTED
- 8) CONFIRMATION PAGE AT END WILL CONFIRM PAYMENT HAS BEEN RECEIVED
- 9) SELECT **MY PROFILES** (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
ADDRESS ***THIS WILL BE THE ONLY METHOD OF CONTACT WE USE***

PAYMENT IN FULL
(CHECK OR SAVINGS ACCOUNT)
YOU MUST HAVE YOUR ROUTING # AND ACCOUNT#

- 1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
- 2) SELECT **MAKE A PAYMENT**
- 3) ENTER YOUR STUDENT ID # AND PIN # (YOUR SIX DIGIT BIRTHDATE) TO LOGIN
- 4) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
- 5) SELECT MAKE A PAYMENT (ON THE BOTTOM RIGHT OF SCREEN)
- 6) SELECT PAY – UNDER ACTION
- 7) SELECT PAYMENT METHOD – ELECTRONIC CHECK
- 8) ENTER BANK ACCOUNT INFORMATION AS REQUESTED
- 9) CONFIRMATION PAGE AT END WILL CONFIRM PAYMENT HAS BEEN RECEIVED
- 10) SELECT **MY PROFILES** (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
ADDRESS ***THIS WILL BE THE ONLY METHOD OF CONTACT WE USE***

PAYMENT PLAN

CREDIT CARD, DEBIT CARD, CHECKING OR SAVINGS.

AUTOMATIC DEBIT OF MONTHLY PAYMENTS IS REQUIRED

YOU WILL BE REQUIRED TO PAY 50% OF TUITION PLUS

A \$30 NON REFUNDABLE FEE AT TIME OF SIGN UP

- 1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
- 2) SELECT **MAKE A PAYMENT**
- 3) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
- 4) SELECT **MY PROFILES** (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
ADDRESS
THIS WILL BE THE ONLY METHOD OF CONTACT WE USE
- 5) SELECT **PAYMENT PLANS** (AT TOP OF SCREEN) AND CLICK ON “**SIGN UP FOR
NEW PLAN**”
- 6) SELECT CONTINUE AT THE PAYMENT PLAN SCREEN
- 7) SELECT DISPLAY PAYMENT SCHEDULE
- 8) REVIEW PAYMENT PLAN AMOUNTS AND SELECT CONTINUE.
- 9) SELECT PAYMENT METHOD – ELECTRONIC CHECK OR CREDIT CARD
- 10) ENTER BANK ACCOUNT INFORMATION AS REQUESTED
- 11) **READ ALL INFORMATION GIVEN AND ENTER REQUESTED INFORMATION**
- 12) **AFTER READING THE PAYMENT AGREEMENT, YOU MUST ENTER THE LAST 4
DIGITS OF YOUR STUDENT ID. THIS ALLOWS US TO AUTOMATICALLY DEBIT
YOUR BANK OR CREDIT CARD ACCOUNT FOR PAYMENTS**
- 13) A CONFIRMATION PAGE WILL BE GIVEN WITH YOUR DOWN PAYMENT AMOUNT
**REMEMBER: YOUR PAYMENTS WILL AUTOMATICALLY BE DEDUCTED ON THE
DUE DATES POSTED IN THE SCHEDULE**