

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**