

MAKING PAYMENTS

How do I make payments on my account online?



Log-on to MyTrevecca at [Trevecca.sharepoint.com](https://trevecca.sharepoint.com) and click on the Student Account Center link.

OPTION ONE

If you have a payment plan set up and want to pay the next installment, you can make a payment from the home screen in multiple ways.

Near the top of the page, select "Next Installment" in the "I would like to pay..." drop-down section. If everything in the "Installment payment" screen is correct, select "Submit Payment" at the bottom of the page.

I would like to pay... Next Installment | \$195.43 Go!

OR

You can also make a payment towards your plan on your home screen where you see the payment plan.

Select the gear icon and then "Pay" or "Schedule"

Payment Plans			
Trad Summer 4-Month Plan			\$586.28
		Pay Off Plan	Pay Next Installment
Unscheduled installments	Date	Amount	Action
Installment 2 of 4	6/15/24	\$195.43	
Installment 3 of 4	7/15/24	\$195.43	
Installment 4 of 4	8/15/24	\$195.42	
			Schedule All Installments

OPTION TWO

If you would like to just make a one-time payment not related to a payment plan, click on "Make Payment" at the top of the page and choose which option you prefer. If you choose "Pay By Term" it will break the balance down by term and allow you to pay the full amount or type in an alternate amount.

CONT.

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Select Payment Option

<input type="radio"/> Pay Next Installment Select installment to pay	<input type="radio"/> Current Account Balance \$724.28	<input checked="" type="radio"/> Pay By Term Select which semester terms to pay	<input type="radio"/> Charges Not Included In The Plan \$138.00
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Pay By Term

Enter payment amount and click 'Add' to include in the payment total.

Summer 2024 | \$620.15

\$	620.15	Add
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Spring 2024 | \$415.85

\$	415.85	Add
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Fall 2024 | -\$898.00

\$	0.00	
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