

Instructions for Setting up a Payment Plan

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MTMERCY.EDU

The payment plan will become available once the first statement of the semester is published – which can be viewed on the <u>CashNet</u> site under Statements. The payment plan costs \$75.00 <u>per semester</u> to enroll and is due upon enrollment. **NO LATE** enrollments will be allowed. The payment plan breaks the student's current balance into four equal payments that are due on the 10th of the month. Auto pay is available for the payment plan: if auto pay is set up, all scheduled payments will occur on the payment plan due dates. The goal of the payment plan is to have the current semester's balance paid in full by the end of the current semester.

1. Sign in through myMountMercy (<u>https://selfservice.mtmercy.edu/</u>) and open the Finances tab and then select *CashNet*



2. Once on the Overview page, select Payment Plans from the menu



3. Next, Select View Payment Plan Options

O My Account	Current plans
overview	
$\int \int O$ Activity Details	
Payment Plans	⊙ +
- 프 Make a Payment	Need to enroll in a payment plan? Enrolling in a payment plan takes just a few minutes and can help you
SE Transactions	spread out payments on your education expenses.
Statements	View payment plan options
(?) Help	
\bigcirc Sign Out	

4. Next, Select Enroll in Plan



- 5. Please read the information on the next screen carefully:
 - a. The next screen will detail the total budget amount, enrollment fee (\$75.00 which is due at the time of enrollment in the payment plan/each semester) and installment payments. Please note the due date of the first payment. After reading the Terms and Conditions, indicate agreement by selecting the agreement checkbox at the bottom of the screen. Select *Continue*.

Payment Plan E	nrollment		é.
	Step 1 of 4	Agreement -(3)-(4)	
You've opted to	enroll this amount in :	Semester: Installme	nt Payment Plan
Review the finar	nce information, payment	schedule, and terms and o	conditions below.
ANNUAL PERCENTAGE RATE	FINANCE CHARGE ① The dollar amount the credit will cost you. \$75	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you have made all payments as scheduled.
Payment Schedule	iyment due.	I	
2 P2	iyment due -	I	
3 Pa	yment due		
4 Pa	yment due		
Late charge: If a payment is late, y	ou will be charged a fee as specifie	d in the Terms and Conditions.	
Prepayment: If you pay off early, y	ou will not be entitled to a refund	of the finance charge.	
See your terms and conditions for scheduled date, and prepayment r	any additional information about r efunds and penalties.	nonpayment, default, any required	repayment in full before the

I have read the Truth In Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Cancel	Continue

6. The next screen shows what needs to be paid to complete the Payment Plan enrollment.



7. The next page will provide the payment options available: credit card, debit card, electronic check, or international payment

a.	There is a	2.95% convenience fee on domestic cards and	a <mark>4.25%</mark>	convenience fee on international cards
Paym	ent Plan En	rollment		

Pay amount	Step 3 of 4: Payment method ⊘-⊘-@-④	
	How would you like to pay?	
	Payment amount	
•	* Payment method	
	New credit or debit card	
	New bank account	
	International payment Payment will not be complete until funds are transferred. Transfer directions will be provided.	

- 8. Enter payment information
 - a. Payment methods can be saved for future use
 - b. For your convenience, you can elect to enroll in automatic payments using a saved payment method or another payment method.

***If you do not elect for automatic payments, you are responsible for going online each month and paying the installments.

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Credit or Debit Card Payment

* Payment method	Change
New credit or debit card	
	Constitution VISA
* Card number	
() Card number required	
* Expiration date	* Security code ①
MM / YY	
* Zip/Postal code	
International cardholders may input "N/A"	
🗙 Save card for future use	
🔀 Set up auto pay with the same payment i	nethod

New bank account	
Important: Baumants can be made from personal checking or savings accounts	
 Importante rayments can be made from personal checking of savings accounts only. Corporate accounts are not allowed. 	
* Account holder name	
Account holder name required	
* Account type	
Checking	
○ Savings	
* Routing transit number ①	
* Bank account number ① * Confirm bank account number	
🗙 Save bank account for future use	
Bank account terms and conditions	
By checking the box below, you authorize Mount Mercy University to withdraw paymer	nt
withdraw funds from the deposit account selected. Because this is an electronic	
transaction (also called an ACH transaction), the payment funds may be withdrawn fro	m
your account on the payment date.	
l agree	
🔀 Set up auto pay with the same payment method	

Electronic Check Payment

International Payment

* Payment method	<u>Change</u>
International payment	
Payment will not be complete until funds are transferred. Transfer directions will be provided.	
* What country are you paying from?	
Select	•
(1) Selection required	

* International payment option	
Bank Transfer	
To pay by Bank Transfer, you will ! payer.	first need to enter information about the student and the
	Student information
* Name	
* Phone number	
•	
* Email address	
* Date of birth	
MM/DD/YYYY	÷
c.	tudent's current address
* Country	
	•
* Street address	
* City	
* State / Province	* Zip / Postal code
	Enter N/A if not applicable

* Who is making the payment	?
* Name	
* Phone number	
•	
* Email address	
	Payer's current address
* Country	
* Street address	
* City	
State / Province	* Zip / Postal code

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9. On the next screen, acknowledge and accept the terms and conditions of the payment being processed.

10. Confirm the payment data and amount are accurate.

Ū	Need to enrol in a payment plant Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses. View payment plan options
	Last step! Let's make sure we have your correct information.
	* Email address
	Cummany (barry
	Account Balance Balance
	Subtotal Service fee Total
	Payment details Change
	Card number
	Expiration date Zip/Postal code
	This site is protected by reCAPTCHA and the Google <u>Privacy Policy</u> and <u>Terms of Service</u> apply.

11. Input the email address to receive payment confirmation/receipt.

12. Review that all the information is accurate and select *Pay* to complete enrollment in the payment plan 13. Finally, payment plan enrollment confirmation and payment receipt will be provided.



*For assistance and further questions, there is a Help button in the upper right corner of the application OR contact the Student Accounts Representatives (located in the Business Office) at 319-368-6467.