





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.

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.

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





Step 2: Schedule

Inis 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.
- Oetails on the total value of installments and the total due now are available at the bottom of the schedule.

🕑 Click NEXT.



Step 3: Payment Information

- O 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.
- O 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.



- 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.





- 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.

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

5elect Plan	Schedule	Payment	Payer	5 Student	6 Agreement
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Students or payers paying from an international bank will need to review information populated in the **Payer Information** section.

C 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 requires government-issued ID information and a copy of the respective governmentissued 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.



The **student information** section will default according to the information on your home.apu.edu student portal.

Click NEXT.

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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.

count 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

Inrolled Payn	nent Plan					
Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
22-04-2025	Setup Fee		\$ 35.00	\$ 0.00	\$ 0.00	•
23-04-2025	Installment 1	PERIDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-05-2025	Installment 2	HENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-06-2025	Installment 3	PENDANG	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-07-2025	Installment 4	Handing	\$ 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.

- Summer Content 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.