



How to Set Up A Payment Plan

Student Billing

Student Financial Services
400 Saint Bernardine St.
Reading, PA 19607
610-796-8201 / 610-796-8336 FAX
studentbilling@alvernia.edu

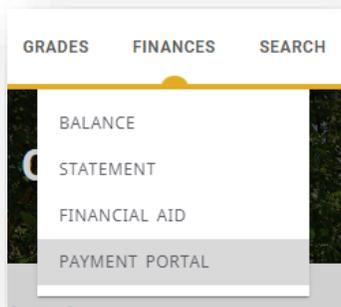
Education expenses are easier to pay when spread over predictable, interest-free monthly payments. Our Interest-Free Monthly Payment Option is an alternative to large annual or term payments and helps limit borrowing

- Set up a plan to cover your entire bill or just the amount you choose to budget
- Streamlined enrollment process to ensure your account is set up properly
- Initiated by you, the option to invite a parent or relative to complete the plan
- Payments conveniently made electronically – no postage or lines to worry about!

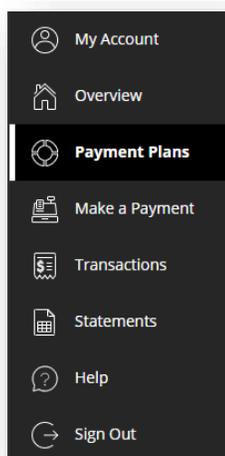
Step 1- Go to Alvernia Logins Page <https://www.alvernia.edu/logins>.

Step 2- Click Login under **Self-Service**

Step 3- On the top of the page click on the **Finances** tab. Then click on the **Payment Portal** tab.



Step 4- Click on the **Payment Plans** Tab





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Step 5- Under Payment Plans click 'View Payment Plan Options'. This will open a side bar that has the payment plan budget

Step 6- Enter your plan amount. You may use your fall balance amount listed on your statement or, if you are estimating using your financial aid offer, use half of the estimated costs after aid. Your anticipated monthly amount will populate

Step 7- Click 'Enroll in plan'

Step 8- Fill out the enrollment information

The screenshot shows a form titled "Enrollment information" with three input fields. The first field is labeled "* Payer Date of Birth (mm/dd/yyyy)" and contains the date "01/01/1996". The second field is labeled "* Student Year of Graduation" and contains "2022". The third field is labeled "* Payer Phone Number(xxx-xxx-xxxx)" and contains "123-456-7890". Below each field are instructions: "Minimum 2 digits | Maximum 4 digits" for the year, and "Minimum 12 characters | Maximum 12 characters" for the phone number.

The screenshot shows a dialog box titled "Option 1 of 2" for an "Annual 2020 FALL 20/SPRING 21 Combined Budget 10 Payment Plan". It features a large blue circular graphic with the text "Choose your plan amount" in the center. Below the graphic, it states "10 payments | \$30 enrollment fee". At the bottom, there is a field for "* Plan amount" with a value of "\$5,000.00" and a range of "Minimum \$100 | Maximum \$75,000". There are "Cancel" and "Enroll in plan" buttons at the bottom.

Step 9- Enter enrollment information and payment method. You may choose auto pay at this point. If selected, the payment will be automatically withdrawn each month. If not selected, the student will have to log into the Billing Portal each month to execute the payment plan installment payment. Please note if more than 10 days late, there will be an additional \$10.00 late fee

Step 10- Read and check off all terms and conditions. Review confirmation of payment plan details

Step 11- After accepting the plan you will be promoted to pay the \$30 enrollment fee

Step 12- Once successfully enrolled, the student will see a 'Payment Plan' hold on their account, which will not impact the ability to register or view grade/course information

See **Student Accounts & Billing FAQ's** online for more information and contact information
<https://www.alvernia.edu/admissions-aid/office-student-financial-services/student-accounts-billing>