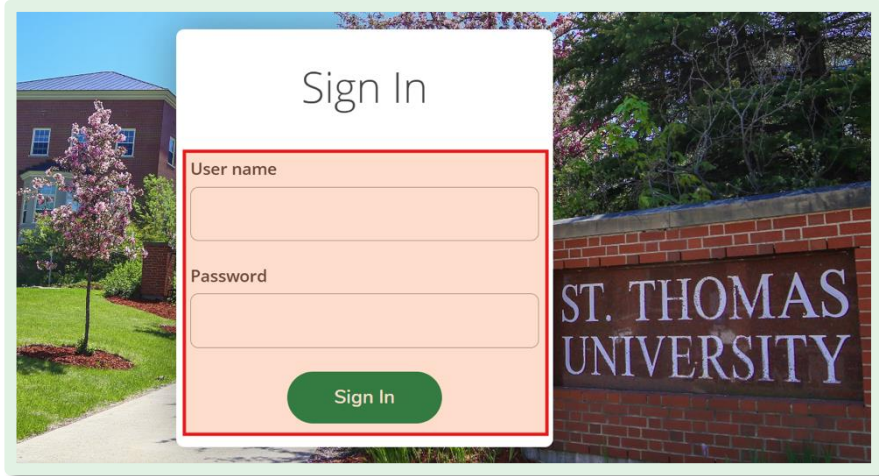
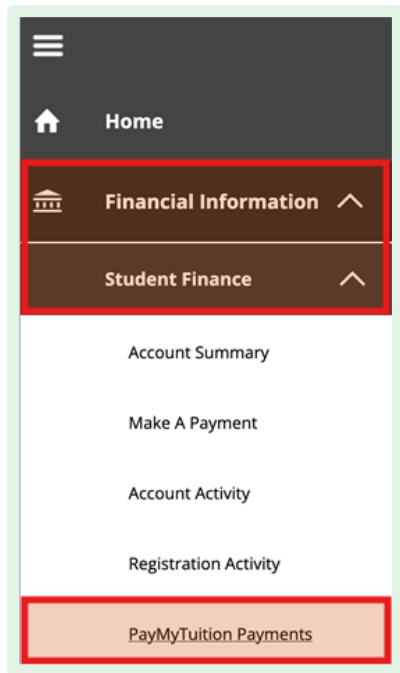
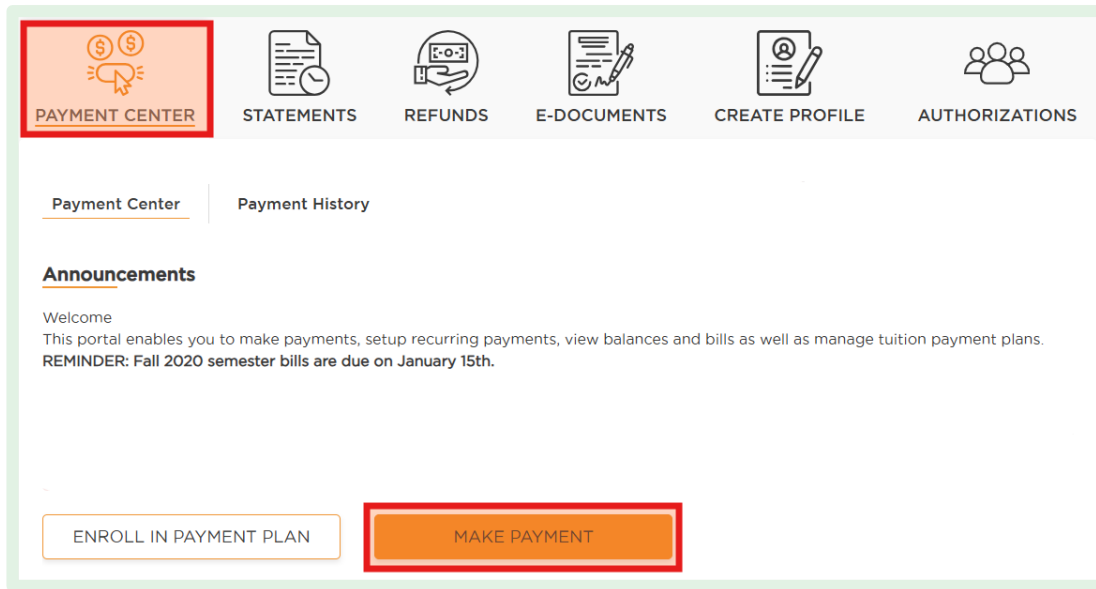




Login to your [STU Self-Service](#) portal.



Open the left-navigation panel, select “**Financial Information**” followed by “**Student Finance**”, and click on “**PayMyTuition Payments**” to be redirected to the PayMyTuition portal.



PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center | Payment History

Announcements

Welcome
This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.
REMINDER: Fall 2020 semester bills are due on January 15th.

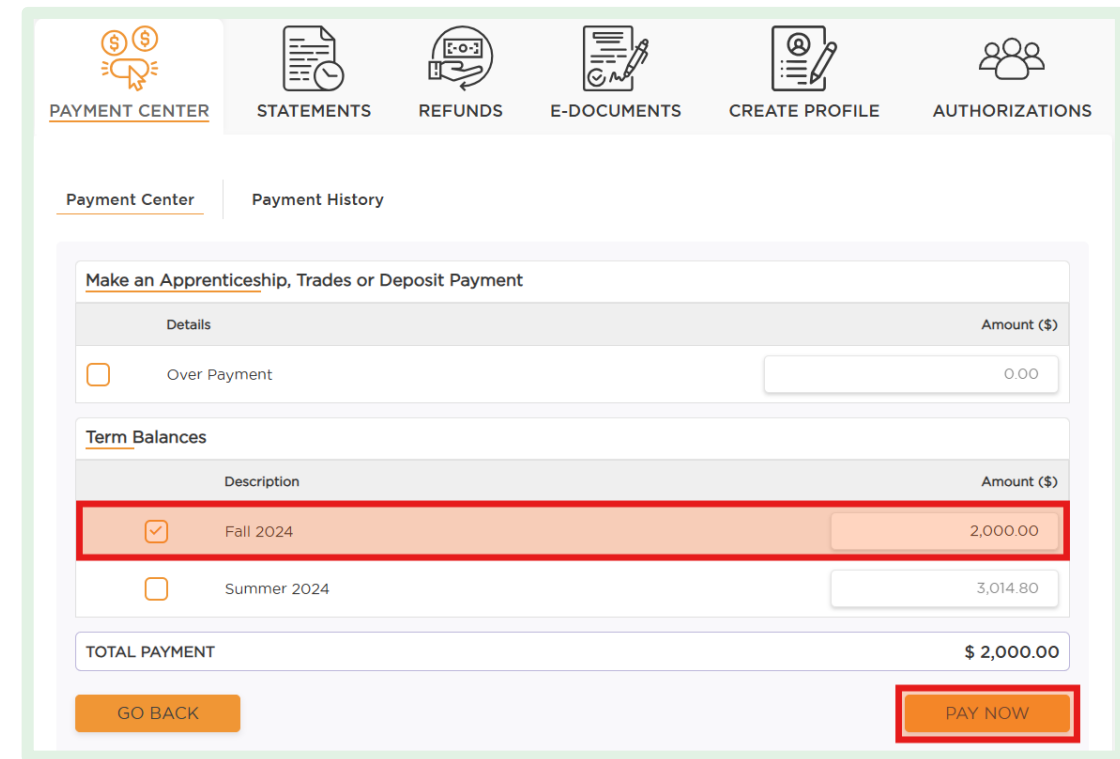
ENROLL IN PAYMENT PLAN **MAKE PAYMENT**

✓ Within the **PayMyTuition Payment Center**, users can view their Account Information and Term Balances by scrolling down the page.

✓ To initiate a payment, select the **MAKE PAYMENT** button.

✓ Term balances will be displayed as individual line items. Users may select one or more terms to apply payments and can choose to pay either the full balance or a partial amount by adjusting the value in the Amount (\$) field.

✓ Select **PAY NOW** to proceed.



PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center | Payment History

Make an Apprenticeship, Trades or Deposit Payment

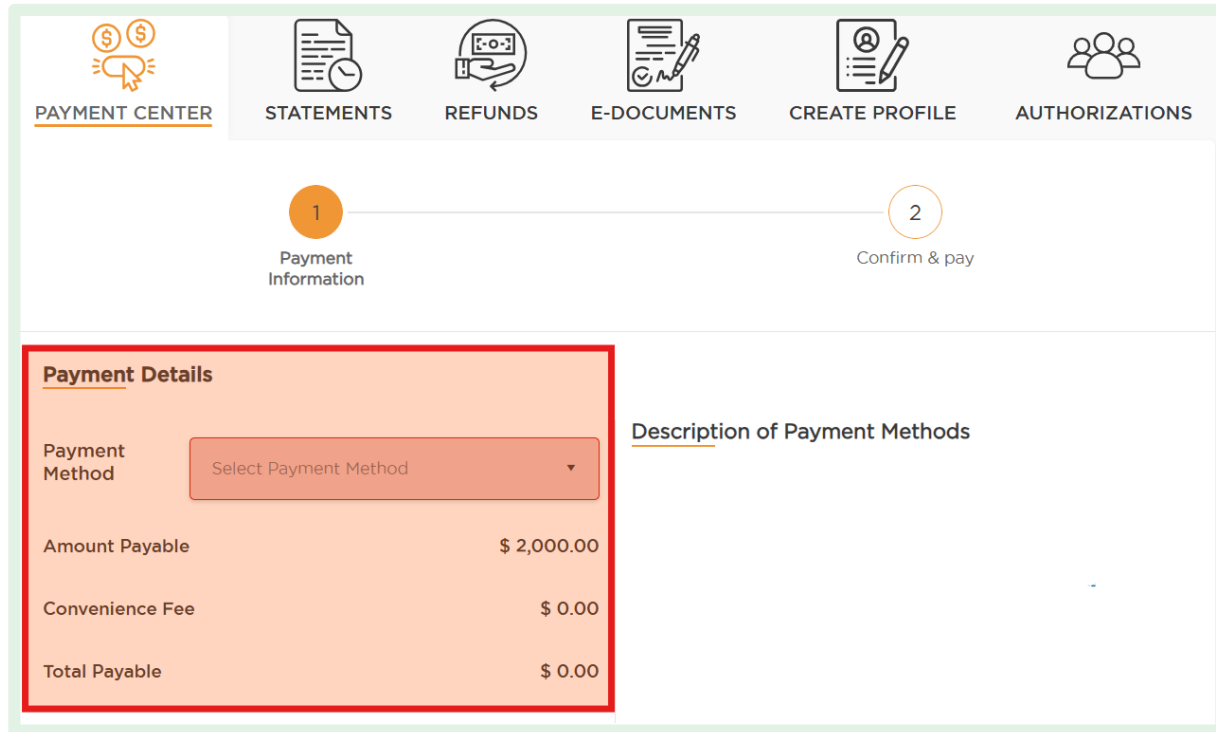
Details	Amount (\$)
☐ Over Payment	0.00

Term Balances

Description	Amount (\$)
☒ Fall 2024	2,000.00
☐ Summer 2024	3,014.80

TOTAL PAYMENT \$ 2,000.00

GO BACK **PAY NOW**



Payment Details	
Payment Method	Select Payment Method ▼
Amount Payable	\$ 2,000.00
Convenience Fee	\$ 0.00
Total Payable	\$ 0.00



Step 1: Payment Information

Payment options include Online Bill Payments, Interac e-Transfer Request, and Credit Cards.



Use the drop-down menu to select your preferred Payment Method.



If the chosen payment method carries a convenience fee, the fee will be shown separately in the Convenience Fee line. Please review the Total Payable amount before proceeding. Payments cannot be reversed once processed.

PAYMENT METHOD INSTRUCTIONS

- ❑ **Online Bill Payment:** Scroll to the bottom of the page and click NEXT. Payment instructions will be provided in the final step.
- ❑ **Interac e-Transfer Request:** Scroll to the bottom of the page and click NEXT. Payment instructions will be provided in the final step.
- ❑ **Credit Card:** A pop-up form will appear requesting your billing details. After completing the form, click ADD at the bottom.

PAYMENTS FROM A CANADIAN BANK, INSTITUTION, OR CARD

Payment Options

Active Payment Options

Default  JOHN DOE MASTERCA... 

Add New Payment Method

ADD NEW

NEXT



If the selected payment method is **Debit or Credit Card**, select the account from the **Active Payment Options** section, then click **NEXT**.



If you already have a saved Active Payment Option you'd like to use, select it (if it's not automatically selected), then click **NEXT**.

Step 2: Confirm & Pay



Review your payment details within the **Confirm & pay** page and select **PAY NOW** to process your payment in real-time.

Your student account will reflect the successful payment immediately.



PAYMENT CENTER | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE | AUTHORIZATIONS

1 Payment Information — 2 Confirm & pay

Payment Information

You will send 2,050.00 Institution will receive 2,000.00

Payment Detail(s) [Details](#)

Student information

Name Email Student ID

PREVIOUS PAY NOW

Payment Options

No Records Found

NEXT

✓ If the selected payment method is **Interac e-Transfer Request** or **Online Bill Payment**, select **NEXT**.

Step 2: Confirm & Pay

✓ Review your payment details within the **Confirm & pay** page and select **PAY NOW**.

PAYMENT CENTER | STATEMENTS | E-DOCUMENTS | CREATE PROFILE

1 Payment Information — 2 Confirm & pay

Payment Information

You will send 2,000.00 Institution will receive 2,000.00 Country Canada

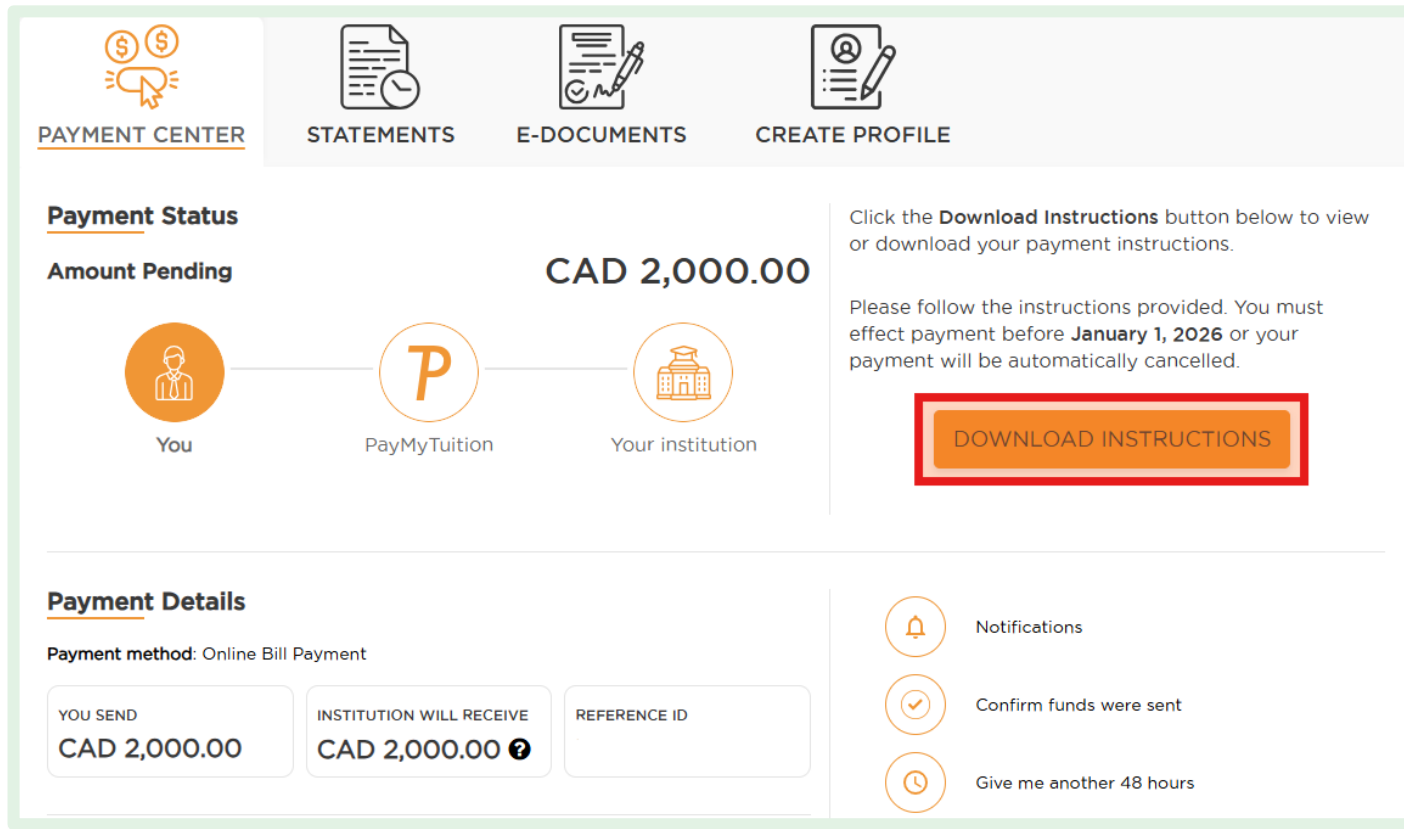
Payment Detail(s)
[Details](#)

You selected
Online Bill Payment

Student information

Name Email Student ID

PREVIOUS **PAY NOW**



The screenshot shows the Payment Center Dashboard. At the top, there are four navigation icons: Payment Center (selected), Statements, E-Documents, and Create Profile. Below the navigation bar, the 'Payment Status' section shows 'Amount Pending' and 'CAD 2,000.00'. A progress bar indicates the flow from 'You' to 'PayMyTuition' to 'Your institution'. To the right, there is a 'Download Instructions' button highlighted with a red box. Below this, the 'Payment Details' section shows the payment method as 'Online Bill Payment' and a table with columns for 'YOU SEND', 'INSTITUTION WILL RECEIVE', and 'REFERENCE ID'. The 'YOU SEND' and 'INSTITUTION WILL RECEIVE' columns both show 'CAD 2,000.00'. To the right of the table, there are three notification icons: a bell for 'Notifications', a checkmark for 'Confirm funds were sent', and a clock for 'Give me another 48 hours'.

PAYMENT CENTER | STATEMENTS | E-DOCUMENTS | CREATE PROFILE

Payment Status

Amount Pending

CAD 2,000.00

You — PayMyTuition — Your institution

Click the **Download Instructions** button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before **January 1, 2026** or your payment will be automatically cancelled.

DOWNLOAD INSTRUCTIONS

Payment Details

Payment method: Online Bill Payment

YOU SEND	INSTITUTION WILL RECEIVE	REFERENCE ID
CAD 2,000.00	CAD 2,000.00 ⓘ	

Notifications

Confirm funds were sent

Give me another 48 hours

Step 3: Download Instructions

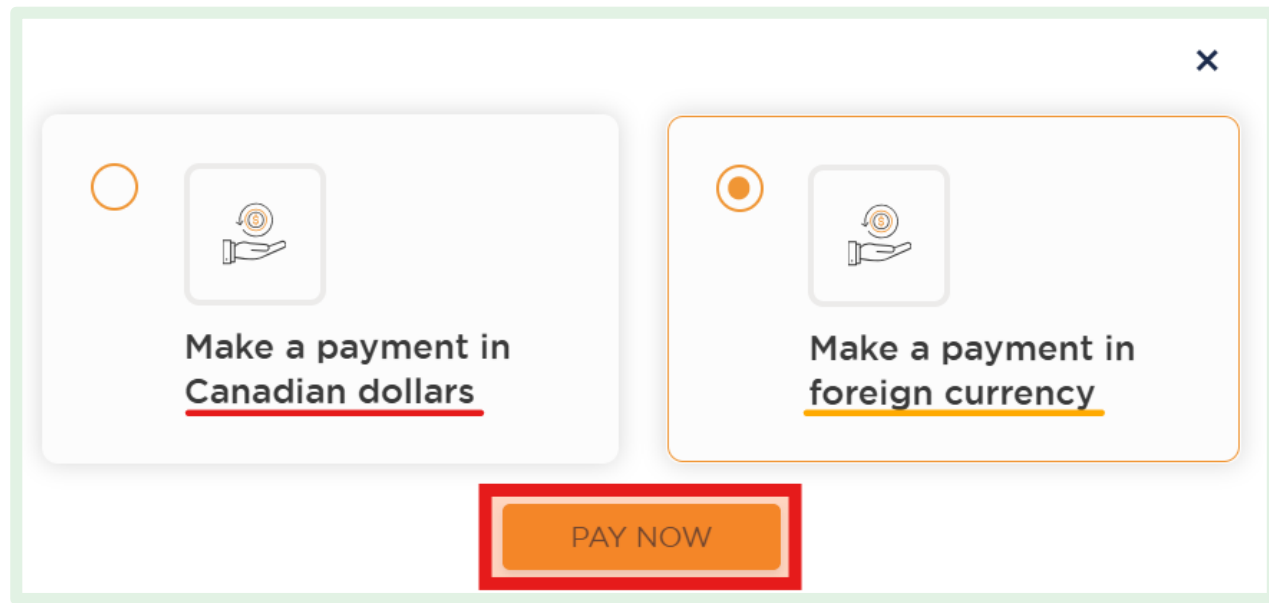
- ✓ Select the **DOWNLOAD INSTRUCTIONS** button on the **Payment Center Dashboard** for steps on how to complete your payment through **Interac e-Transfer Request** or **Online Bill Payment**.

Your student account will reflect the successful payment once your institution receives the funds from your bank.

PAYMENT METHOD INSTRUCTIONS

- ❑ **Online Bill Payment:** Initiate the transfer through your online banking platform. Follow the steps outlined in PayMyTuition's downloadable instructions to ensure your payment is processed without delay.
- ❑ **Interac e-Transfer Request:** Interac will email you a request for funds. Please allow up to 2 hours for the email to arrive.

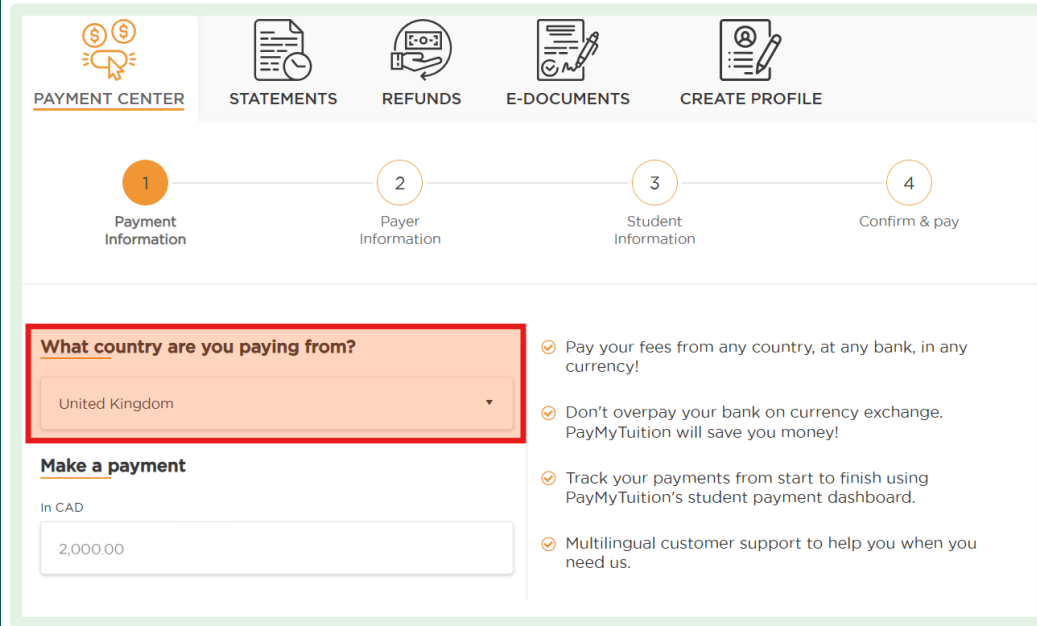
International students must complete the steps outlined on pages 1–3 of this guide before proceeding.



- ✔ International payers will have the option to pay using a Canadian bank, institution, or card, or an international bank, institution, or card. Please ensure you select the correct option based on the country from which your funds originate.
- ✔ Once you have selected your desired currency, if applicable, select the **PAY NOW** button.

If you are paying from a Canadian financial institution, complete the steps outlined on pages 1-6 of this guide.

If you are paying from a financial institution outside of Canada, proceed to the next page.



The screenshot shows the 'PAYMENT CENTER' with a navigation bar containing icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below the navigation bar is a progress indicator with four steps: 1. Payment Information (highlighted), 2. Payer Information, 3. Student Information, and 4. Confirm & pay. The main content area is titled 'What country are you paying from?' and features a dropdown menu with 'United Kingdom' selected. Below this is a 'Make a payment' section with a text input field showing 'In CAD' and '2,000.00'. To the right of the dropdown menu are four bullet points: 'Pay your fees from any country, at any bank, in any currency!', 'Don't overpay your bank on currency exchange. PayMyTuition will save you money!', 'Track your payments from start to finish using PayMyTuition's student payment dashboard.', and 'Multilingual customer support to help you when you need us.'

Step 1: Payment Information

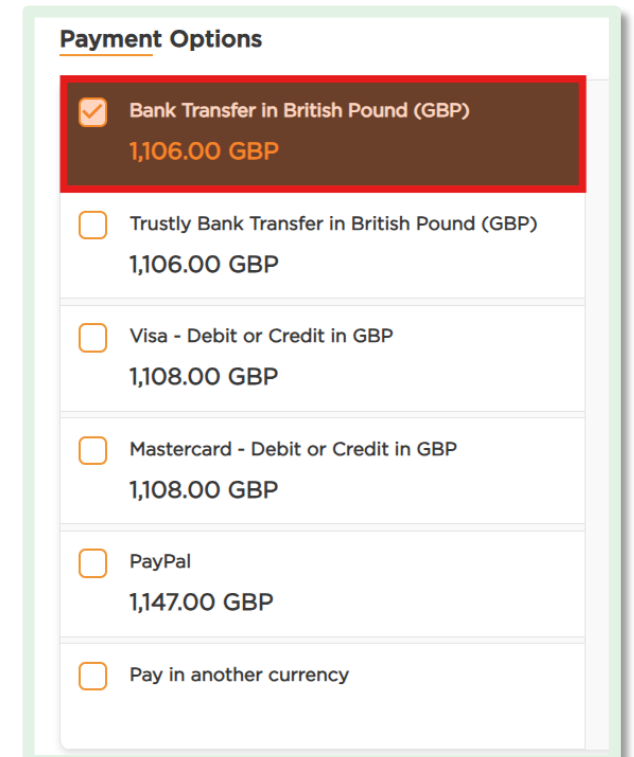
What country are you paying from?

Use the drop-down menu to search for and select the country you are paying from.

The **Make a Payment** section will automatically populate the payment amount that will be settled to your institution in Canadian dollars.

✓ In the **Payment Options** section, select your preferred method of payment. Available options may include local bank transfers, credit or debit cards, and eWallets.

✓ Once selected, click **NEXT**.

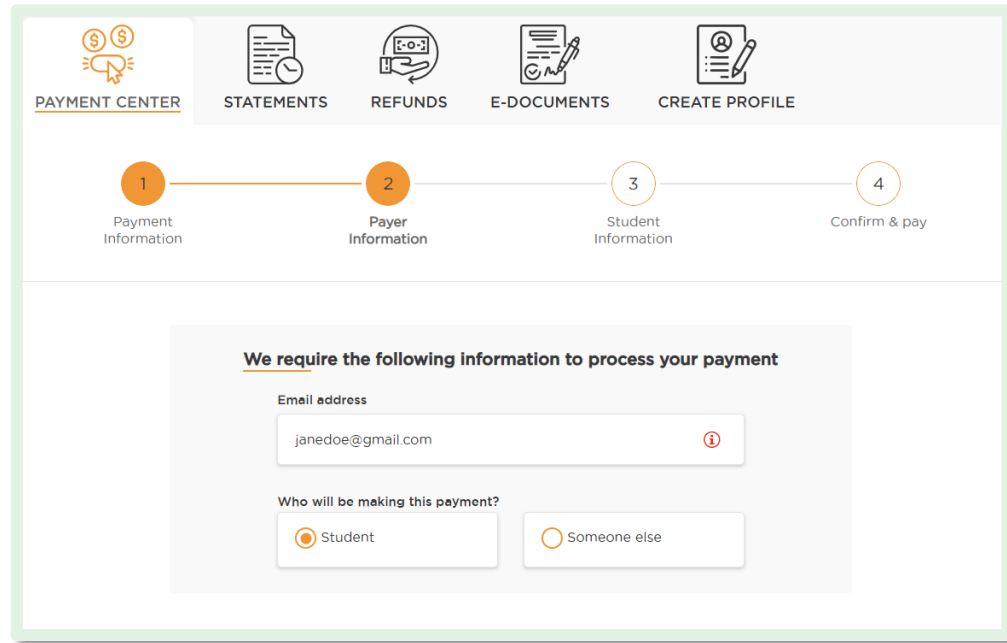


The screenshot shows the 'Payment Options' section with a list of payment methods. The first option, 'Bank Transfer in British Pound (GBP)', is selected with a checked checkbox and highlighted with a red border. The amount '1,106.00 GBP' is displayed next to it. The other options are 'Trustly Bank Transfer in British Pound (GBP)' (1,106.00 GBP), 'Visa - Debit or Credit in GBP' (1,108.00 GBP), 'Mastercard - Debit or Credit in GBP' (1,108.00 GBP), 'PayPal' (1,147.00 GBP), and 'Pay in another currency'.

Step 2: Payer Information

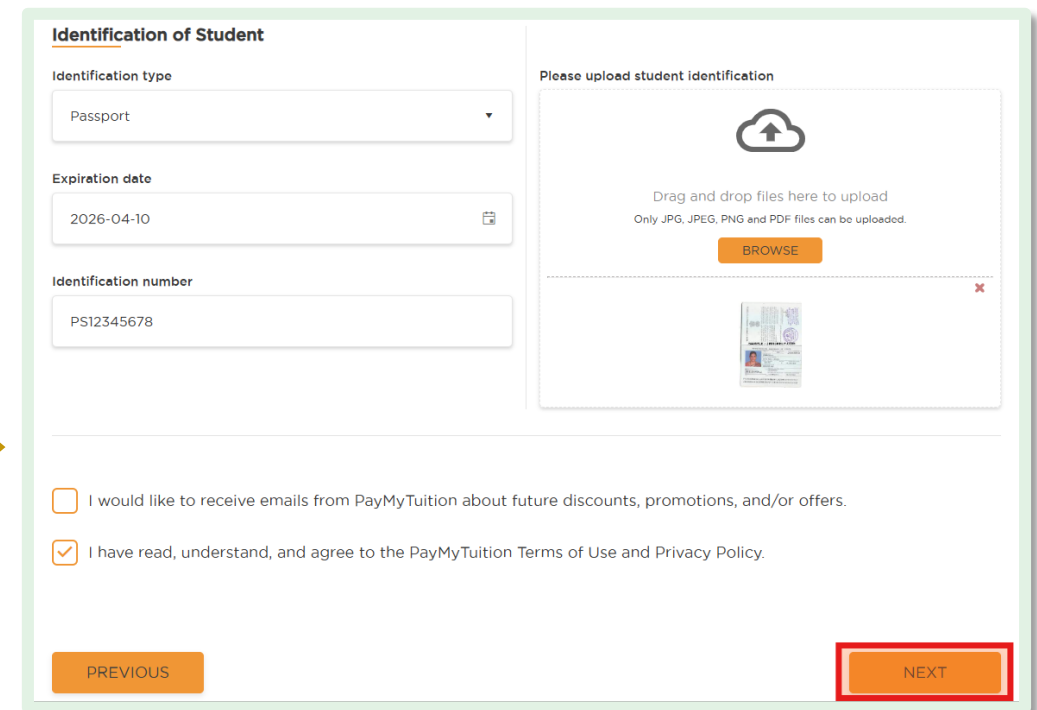
- ✓ Students or payers paying from an international bank, institution, or card, will need to review information populated in the **Payer Information** section.

Ensure all required fields are completed accurately.



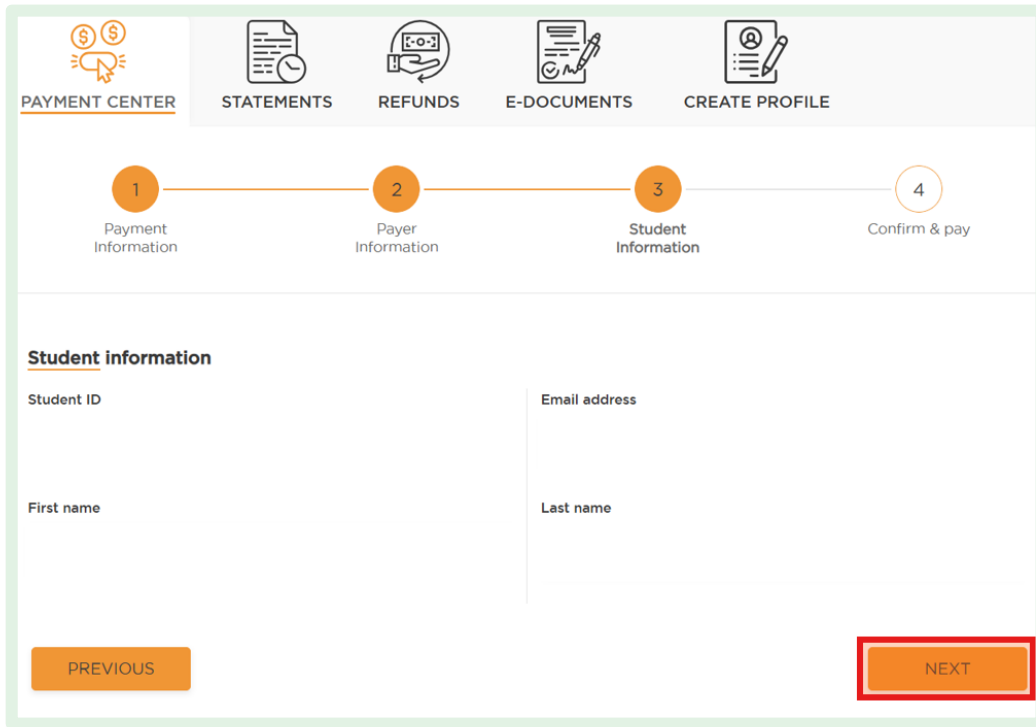
The screenshot shows the top navigation bar with icons and labels for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below this is a progress indicator with four steps: 1. Payment Information, 2. Payer Information, 3. Student Information, and 4. Confirm & pay. Step 2, Payer Information, is currently active.

- ✓ **The Identification of Student/Payer** section requires government-issued identification details and a copy of the corresponding ID for the student (or the payer, if different) to ensure compliance with anti-money laundering regulations when making a payment to the institution.



The screenshot shows the 'Identification of Student' form. It includes fields for Identification type (Passport), Expiration date (2026-04-10), and Identification number (PS12345678). There is a section for uploading student identification with a 'BROWSE' button. At the bottom, there are two checkboxes: 'I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.' (unchecked) and 'I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.' (checked). The 'NEXT' button is highlighted with a red border.

- ✓ Select **NEXT** at the bottom of the page to proceed.



The screenshot shows the 'Payment Center' interface with a progress bar at the top indicating four steps: 1. Payment Information, 2. Payer Information, 3. Student Information (current step), and 4. Confirm & pay. Below the progress bar, the 'Student information' section contains input fields for 'Student ID', 'Email address', 'First name', and 'Last name'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with the 'NEXT' button highlighted with a red border.

Step 3: Student Information



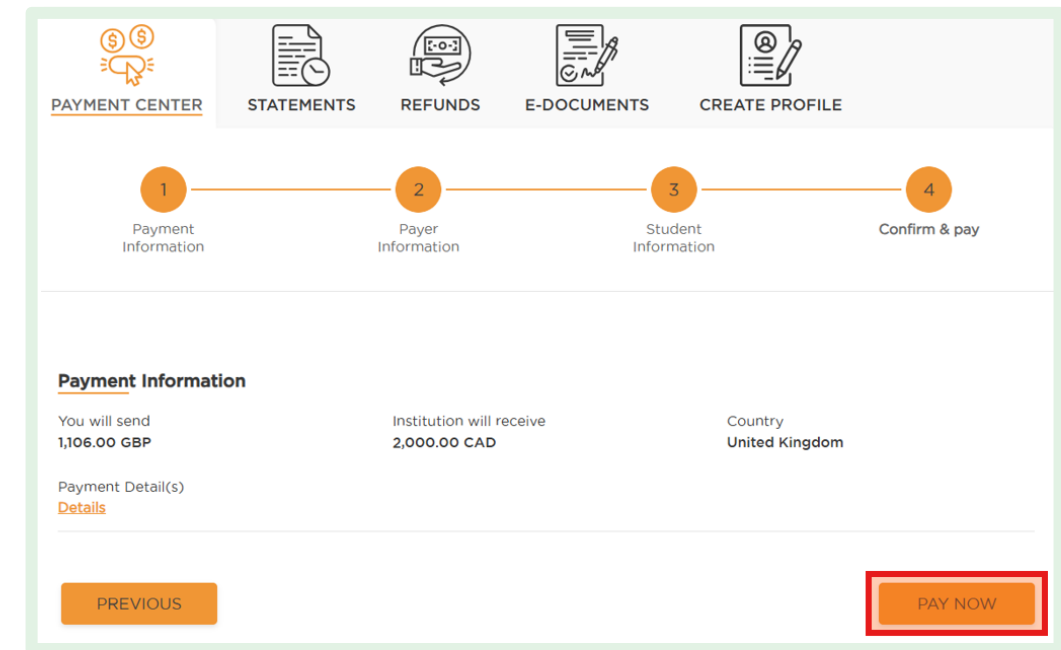
The **student information** section will default according to the information on your student profile.

Select **NEXT**.

Step 4: Confirm & pay



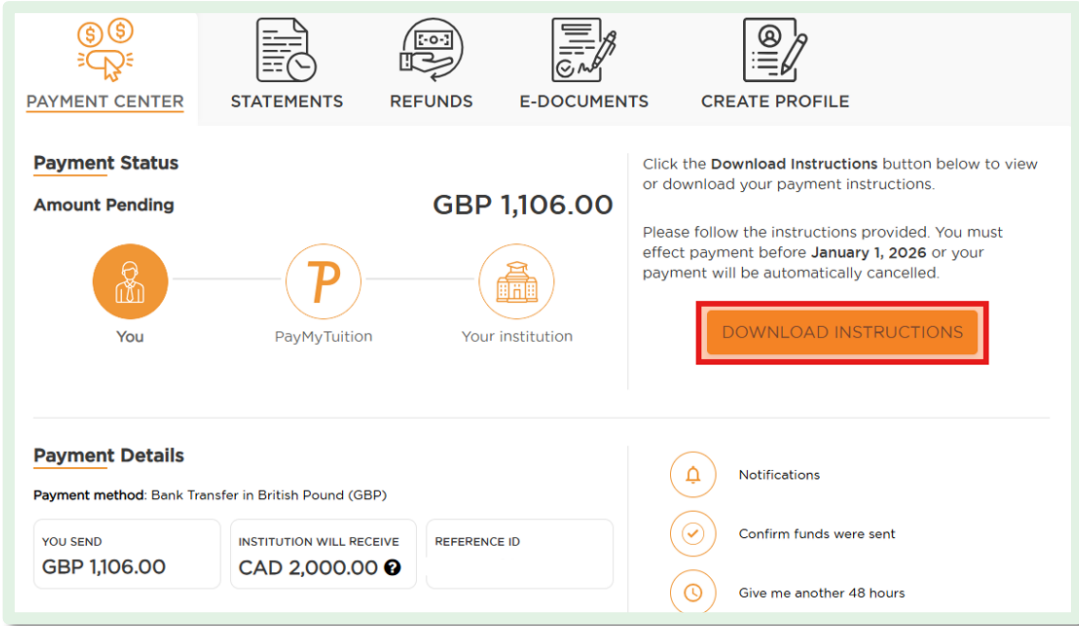
Review your payment details within the **Confirm & pay** page and select **PAY NOW** to create your transaction.



The screenshot shows the 'Confirm & pay' page in the 'Payment Center'. The progress bar at the top shows the same four steps, with 'Confirm & pay' now being the active step. The main content area is titled 'Payment Information' and displays the following details:

Payment Information	
You will send	Institution will receive
1,106.00 GBP	2,000.00 CAD
Country	United Kingdom

Below this, there is a section for 'Payment Detail(s)' with a link to 'Details'. At the bottom, there are 'PREVIOUS' and 'PAY NOW' buttons, with the 'PAY NOW' button highlighted with a red border.



The screenshot shows the 'PAYMENT CENTER' dashboard. At the top, there are navigation tabs: PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. The main section is titled 'Payment Status' and shows 'Amount Pending' as 'GBP 1,106.00'. Below this is a flow diagram with three steps: 'You' (represented by a person icon), 'PayMyTuition' (represented by a 'P' in a circle), and 'Your institution' (represented by a building icon). To the right of the flow diagram, there is a text box that says 'Click the **Download Instructions** button below to view or download your payment instructions.' and 'Please follow the instructions provided. You must effect payment before **January 1, 2026** or your payment will be automatically cancelled.' Below this text is a red button labeled 'DOWNLOAD INSTRUCTIONS'. At the bottom, there is a 'Payment Details' section. It shows 'Payment method: Bank Transfer in British Pound (GBP)'. Below this, there are three boxes: 'YOU SEND GBP 1,106.00', 'INSTITUTION WILL RECEIVE CAD 2,000.00', and 'REFERENCE ID'. To the right of these boxes, there are three circular icons with corresponding text: a bell icon for 'Notifications', a checkmark icon for 'Confirm funds were sent', and a clock icon for 'Give me another 48 hours'.

Step 5: Fund your Transaction

✓ The Payment Center Dashboard allows you to view Payment Details, manage your transaction by adjusting notifications, confirming funds were sent, requesting an additional 48 hours on your international rate, and cancelling your payment.

Select the **DOWNLOAD INSTRUCTIONS** button (for Bank Transfers) or the **PAY NOW** button (for Credit Card or e-Wallets) to retrieve payment instructions and complete your payment.

Once your payment is processed successfully by PayMyTuition, your student account balance will update.

Note: When paying from an international bank, institution, or card, payments may take 2 – 7 business days to process. The balance on your student account will update to reflect completed payments as soon as they are processed.

PayMyTuition will notify all students and payers via email with updates regarding your payment process, and lastly once the payment is complete with instructions to retrieve your payment receipt. Your payment receipt is accessible within your PayMyTuition Payment Center.