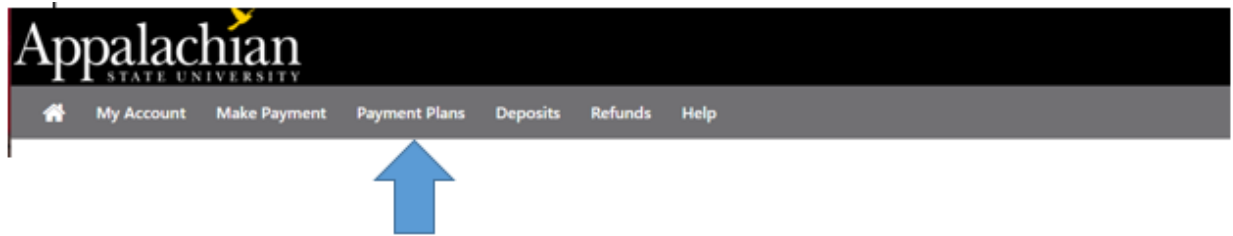


Enroll in a Touchnet Payment Plan

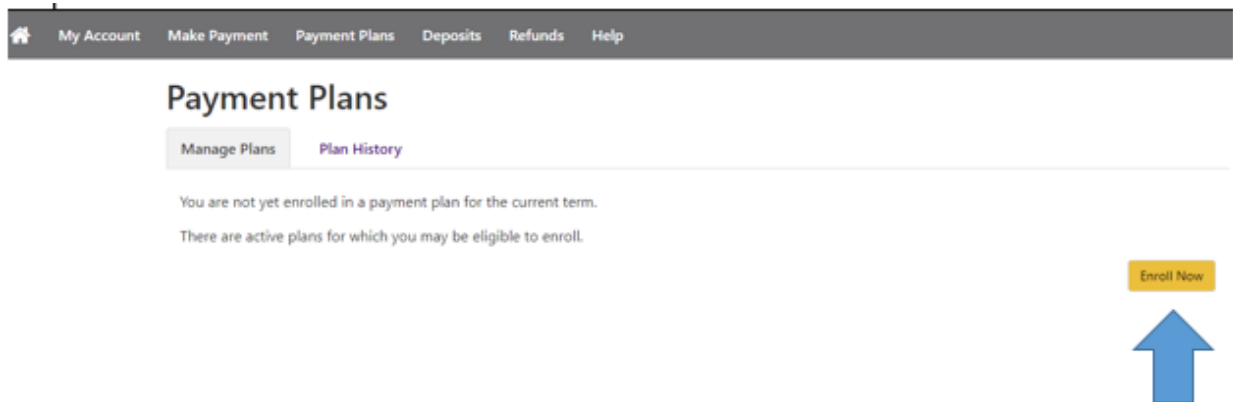
1. In top menu, click on **Payment Plans**.
2. The **Manage Plans** tab will be highlighted. Click on the yellow, **Enroll Now** box, on the right side of the screen.
3. Select the correct Term and click **Select**
4. The Touchnet Payment Plan will be listed with the Setup Fee, Required Down Payment and Installments. To view the Details, click **Details**. **(The example listed below is not specific to your student. It is an example of a summer payment plan)**
5. Click **Select** to sign up for the Touchnet Payment Plan.
6. Payment schedules will be displayed. At the bottom of the screen, you will have to choose whether you want to automatically make your payments or if you want to make the payments each month. Then, click **Continue**.
7. You must pay the plan fees and down payment before enrollment can be completed. Select your method of payment and click **Continue**.
8. The Payment Plan Agreement will appear on the screen. You must scroll to the bottom and select "I agree" to continue.
9. Click **Continue**.
10. The Payment Plan Agreement will be displayed. Select "I agree to the above terms and conditions" to continue.
11. Click **Continue**.
12. The Payment Receipt will be displayed. Please print for your records.

Screen shots To Enroll in a Touchnet Payment Plan:

Step 1:

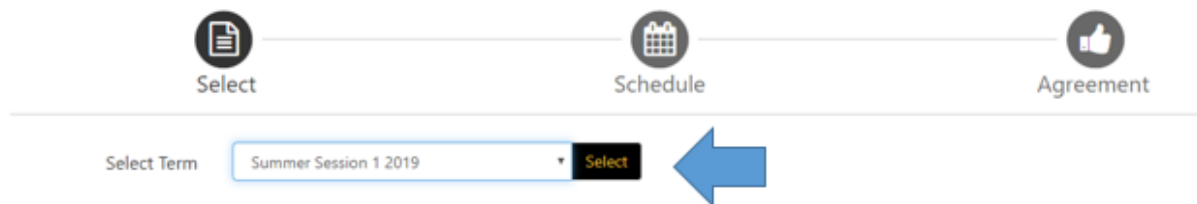


Step 2:



Step 3:

Payment Plan Enrollment



Step 4:

Payment Plan Enrollment

Select

Schedule

Agreement

Select Term Summer Session 1 2019 Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Summer Session 1 2019	\$40.00	33%	2	<div>Details</div> <div>Select</div>



Step 5: Details of Plan

This is an example of a Summer payment plan. These amounts are not specific to your student.

Summer Session 1 2019

Summer Session 1 2019 Payment Plan - 3 installments (1/3 of balance Down Payment is the 1st installment and then 2 additional installments) Plan Details: This Payment Plan is for Summer 1 Course Charges beginning between May 28, 2019 - June 28, 2019. The plan will require a \$40 setup fee and a down payment of 1/3 of your balance at the time of enrollment.

[View full plan description](#)

Term(s): Summer Session 1 2019

Enrollment deadline: 5/31/19

Scheduled payments: Optional

Setup fee: \$40.00

Eligible charges and credits: \$4,000.00

Required down payment: \$1,320.00

Due at enrollment: \$1,360.00

Number of payments: 2

Installment payments: \$1,340.00

Payment frequency: Fixed Dates

Cancel

Select



Step 6:

Summer Session 1 2019

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
In-State GR Tuition	4,000.00	
Balance: 4,000.00		

Required down payment

1320.00

Additional down payment

0.00

Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Down payment	Due now	1,320.00
Installment 1	6/7/19	1,340.00
Installment 2	7/7/19	1,340.00
Total of installments:		2,680.00
Total due now:		1,360.00

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

☐ Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

☐ No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back

Cancel

Continue

Step 7:

Payment Plan Enrollment

Select

Schedule

Payment

Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount

\$1,360.00

Method

Select Method

Back

Cancel

Continue

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

Step 8:

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$1,360.00 as a part of your enrollment.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$40.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,680.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,720.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, [REDACTED] hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$40.00. I also understand that failure to meet the terms of this agreement may entitle **Appalachian State University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$1,340.00 due on 6/7/19.**

Installment 2 in the amount of **\$1,340.00 due on 7/7/19.**

This agreement is dated Tuesday, April 23, 2019.

For fraud detection purposes, your internet address has been logged:

152.10.134.68 at 4/23/19 10:27:49 AM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact **user@appstate.edu**.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ I agree to the terms and conditions.

Print Worksheet

Print Agreement


Back


Cancel


Continue


Step 9:


Payment Plan Enrollment

Select

Schedule

Payment

Plan Agreement

Agreement

ACH Payment Agreement

I hereby authorize **Appalachian State University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: XXXXXXXXXX

Address: Main Street
Boone NC 28608

Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248

Routing Number: 101000019

Account Number: xxxxxxxxxxxx1111

This agreement is dated Tuesday, April 23, 2019.

For fraud detection purposes, your internet address has been logged: 152.10.134.68 at 4/23/19 10:31:27 AM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: user@appstate.edu

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☒ I agree to the above terms and conditions.

Back

Cancel

Print Agreement

Continue

New in Spring 2023: Students have access to view details about payment plans that they or their authorized user(s) has enrolled in on their account. The student's authorized user(s) can see details of a payment plan that the student enrolls in. An authorized user cannot make payments or see details about a payment plan that another authorized user has set up on their student's account.