










# Student Payments

1. Go to Colleague Self-Service page and select “Student Finance.”

Hello, Welcome to Colleague Self-Service!  
Choose a category to get started.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Enrollment Verifications</b> Here you can view and request an enrollment verification.	 <b>Transcript Requests</b> Here you can view and request a transcript.
 <b>Academic Attendance</b> Here you can view your attendances by term.	

2. Click on “Make a Payment.”

Financial Information · Student Finance · Account Summary

### Account Summary

View a summary of your account

Account Overview Helpful Links  
[Rivier Tuition Fee Schedule](#)

Amount Due 8/15/2024	\$6,508.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	\$6,508.00	<a href="#">Make a Payment</a>
Total Account Balance	\$6,508.00	<a href="#">Account Activity</a>
Fall 2024	\$6,508.00	

3. Select “Continue to Payment Center.”

### Make a Payment

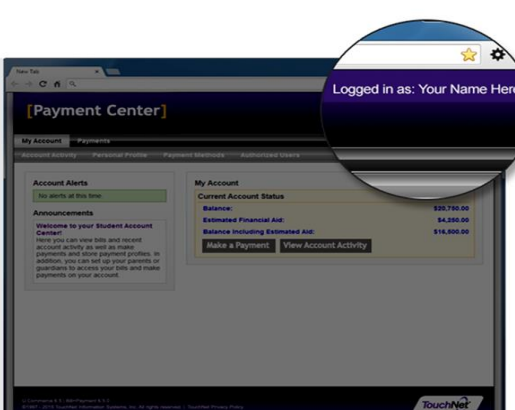
Use this page to make a payment on your account

*You are moving to the...*  
**Secure Payment Center**

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)



The screenshot shows the Payment Center interface with a circular callout indicating the user is logged in as 'Your Name Here'. The interface includes sections for Account Alerts (No alerts at this time), Announcements (Welcome to your Student Account Center), and My Account (Current Account Status: \$102,750.00 Balance, Estimated Financial Aid: \$4,500.00, Balance Including Estimated Aid: \$118,800.00). Buttons for 'Make a Payment' and 'View Account Activity' are visible.

4. Click on “Make a Payment.”
  - a. This is also where you can select a payment plan.

Rivier University

My Account My Profile Make Payment Payment Plans Deposits Refunds Help

**Announcement**

**Welcome to your Student Payment Center!**

Please take a minute to setup authorized users, saved payment methods, and notification options. These options

**Student Account** ID: xxx0734

Balance \$6,508.00

View Activity **Make Payment**

5. Select the payment option you’d like to pay.
  - a. Current Account Balance – total balance you owe.
  - b. Pay by Term – will be broken down in payments by term.

**Account Payment**

Amount Method Confirmation Receipt

Payment Date: 4/18/24

**Select Payment Option**

**Current Account Balance**  
\$6,508.00

**Pay By Term**  
Select which semester terms to pay

6. Add the amount you wish to pay.

### Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$6,508.00

\$ 3000.00 Add

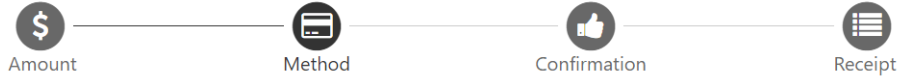
7. Select “Continue” if your payment total is correct.

Current Account Balance (Student Account)	\$3,000.00
Additional Item Total	\$0.00
<b>Payment Total</b>	<b>\$3,000.00</b>

**Continue**

8. Select the Method of Payment.

## Account Payment



\* Indicates required information

Amount: \$3,000.00

Method:\*

- a. Credit Card
  - i. Credit Card Payment via PayPath.

- b. Other Payment Methods
- c. Electronic Checking (Checking/Savings) Account for banking information.

9. Fill out proper information for payment.

- a. Credit Card Payment.
- b. Electronic Checking (Checking/Savings)


Payment Information		
Payment Date	4/18/24	
Term	Account	Amount
Fall 2024	Student Account	\$3,000.00
<b>Total Payment Amount</b>		<b>\$3,000.00</b>
<input type="button" value="Change Amount"/>		

Selected Payment Method	
Account:	TOUCHNET PAYPATH
<input type="button" value="Change Payment Method"/>	

10. Hit "Continue."

Transaction Details		
Student ID	Term to credit	Amount
0000734 - Student Account	FA24	\$3,000.00

PayPath Payment Service accepts:



11. Hit "Continue" again if this payment amount is correct.

## Payment Amount Information

In addition to the amount paid to Rivier University, a non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment.

Payment amount:	\$3,000.00
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12. Fill out proper information for Credit Card or Checking/Savings account.

a. Credit Card

**Payment Card Information**

Name on card:

*Please enter the name as it appears on your card.*

Card account number:

Card expiration date:

Card security code:  [What is this?](#)

**Billing Address**

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

b. Checking/Savings account.

i. Saving/Refund options are optional.

Amount: \$3,000.00  
 Method:\* Electronic Check (checking/savings) ▼

### Account Information

**\* Indicates required fields**

You can use any personal checking or savings account.  
 Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
 Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type ▼

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

### Billing Information

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State: Select State ▼

\*Postal Code:

### Option to Save

Save this payment method for future use

Save payment method as:   
 (example My Checking)

### Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

13. Agree to the terms and conditions and then select "Submit Payment."

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Rivier University:	\$3,000.00
PayPath Payment Service Fee	\$88.50
Total payment amount:	\$3,088.50
School name:	Rivier University
Payer name:	Test Student
Billing address:	420 Main Street
City:	Nashu
State:	NH
Zip code:	03060
Email address:	test1@rivier.edu
Phone number:	Not entered
Card account number:	xxxxxxxxxxxx5454
Browser internet address:	66.251.112.229
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 9801 RENNER BLVD SUITE 150 LENEXA, KS 66219 UNITED STATES

**Terms and Conditions**

I hereby authorize charges totaling \$3,088.50 via my credit/debit card. I understand that a PayPath Payment Service fee of \$88.50 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

14. Receive receipt for payment.