

Payment Options:

For payment, we accept Checks (electronic, personal, bank and 529 Plan), Credit or Debit cards (online only) Cash and Money Orders.

❖ **Pay Online:**

To make a payment online, please go to your Self-Service account and click on the **Student Finance** tile. On the next page, on the right side, click the link **Make a Payment**. You may be asked to sign into your account again. Once on the payment site, select the semester you want to pay towards. In the empty box on the right, enter the amount you want to pay. Next, click the green **Continue** button. Select your method of payment (Credit or Debit Card or Other Payment Methods- which is an Electronic Check).

Electronic Check: Paying using a personal check online. You will enter your routing and account number into the system. There are no additional fees for paying in this format.

Credit or Debit Card: We accept Visa, MasterCard, American Express and Discover. Please note there is an additional 3% processing fee added on when paying with any card payment (credit or debit card).

❖ **Payment Plan:**

You may sign up for the payment plan through your Self-Service account. Select the **Student Finance** tile and then select **Make a Payment**. From there, **Enroll in a Payment Plan**. There is a \$40 enrollment fee to enroll in the payment plan and you must re-enroll each semester you wish to use the payment plan as your method of payment. This payment plan is the only approved installment plan the University will recognize.

Please Note:

- **The number of installments you have on the plan depends on the date you enroll in the plan. The enrollment date installment details for each semester are on next page.**
- **You have to enroll in the payment plan each semester you would like to use it as your payment method.**
- **When paying your payment plan installments, payments can only be made online with an electronic check, debit or credit card**

Enrollment Dates for Fall: Enrollment from 7/06 to 9/14

Enroll 7/06 to 7/14- 5 installment payments due on 7/15, 8/15, 9/15, 10/15 and 11/15

Enroll 7/15 to 8/14- 4 installment payments due on 8/15, 9/15, 10/15 and 11/15

Enroll 8/15 to 9/14- 3 installment payments due on 9/15, 10/15 and 11/15

Enrollment Dates for Spring: Enrollment from 11/15 to 2/14

Enroll 11/15 to 12/14- 5 installment payments due on 12/15, 1/15, 2/15, 3/15 and 4/15

Enroll 12/15 to 1/14- 4 installment payments due on 1/15, 2/15, 3/15 and 4/15

Enroll 1/15 to 2/14- 3 installment payments due on 2/15, 3/15 and 4/15

Enrollment Dates for Summer: Enrollment from 4/01 to 6/24

Enroll 4/01 to 4/24- 4 installment payments due on 4/25, 5/25, 6/25 and 7/25

Enroll 4/25 to 5/24- 3 installment payments due on 5/25, 6/25 and 7/25

Enroll 5/25 to 6/24- 2 installment payments due on 6/25 and 7/25

❖ **Paying in Person:** (Campbell Solution Center- Front desk of Campbell Hall)

- **Cash:** We accept unannounced cash payments up to \$1,500.
 - Bring cash to the front desk of the Campbell Solution Center, located in Campbell Hall.
 - If a student or payee would like to pay a cash amount larger than \$1,500, please email the Student Billing Office at studentbilling@gmercyu.edu to schedule a time when adequate staff is available to take a larger payment amount.
 - No cash payments over \$10,000 accepted.
- **Check:** You can pay in person or mail a personal check (personal or bank) to the University.
 - Make check payable to Gwynedd Mercy University.
 - Put the student's name, ID number and the semester in the memo line of the check.
 - For mailing, please send to:

Gwynedd Mercy University
Attn: Student Billing
1325 Sumneytown Pike
P.O. Box 901
Gwynedd Valley, PA 19437

- **Money Order:**
 - Bring a money order to Campbell Hall. A student can complete their money order at the front desk of the Campbell Solution Center, located in Campbell Hall.

❖ **Pay with 529 or College Savings Plan:**

At this time, the University does not accept wire payments from college savings plans.

- **It is important to make sure Attn: Student Billing Office is included in the mailing address** when mailing these checks to our office. This ensures the check will arrive in a timely manner.
 - It is not uncommon for this type of check to take 2-4 weeks to be received by our office.

- If the check will be received after the semester's due date, we ask that the student emails the Student Billing Office at studentbilling@gmercyu.edu a copy of their confirmation letter from their 529 plan provider with the payment amount and the date the request was submitted.

If you have any questions about these payment options, please email the Student Billing Office at studentbilling@gmercyu.edu. Thank you.

