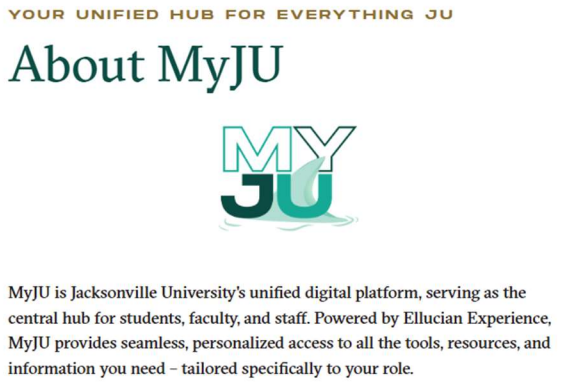
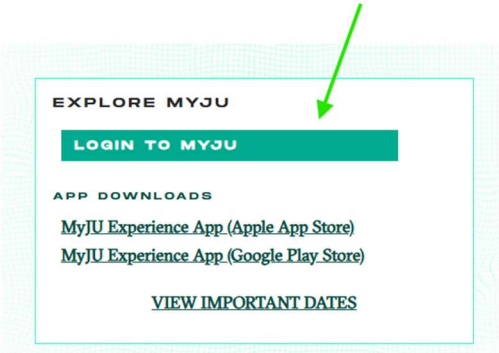
Office of Student Financial Services

How to Set Up a Payment Plan via your Student Account

Updated November 2026

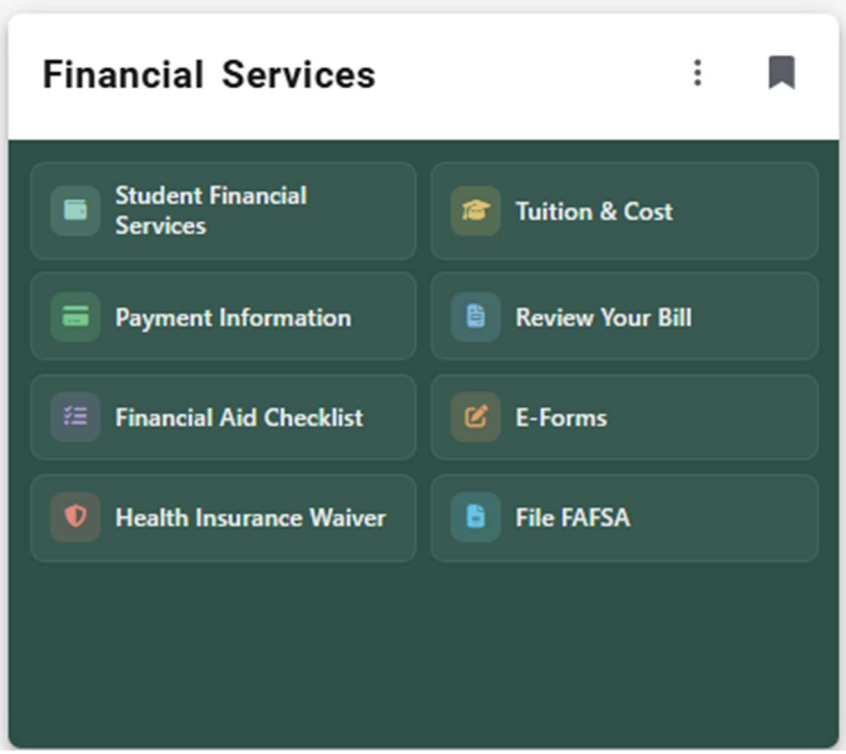
Step 1. Log into **my.ju.edu**. You can start from the **myJU webpage** on our website.



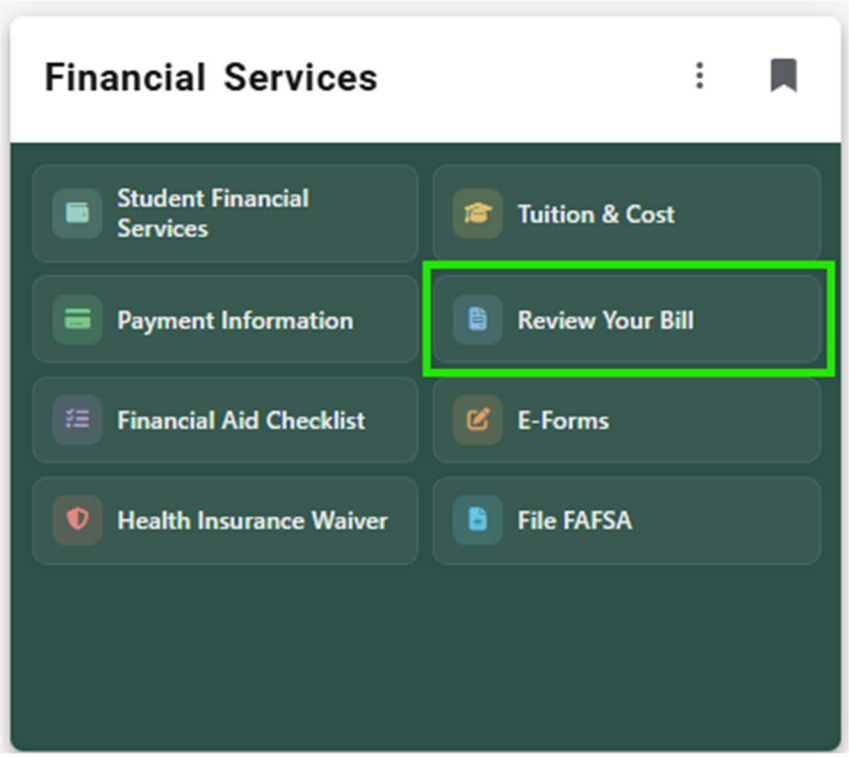


Step 2. After completing log-in steps with your student username and password, you should be taken to the myJU homepage.

From here, scroll down until you find the box for **Financial Services**. Where this box may be different for you, as the page is customizable.

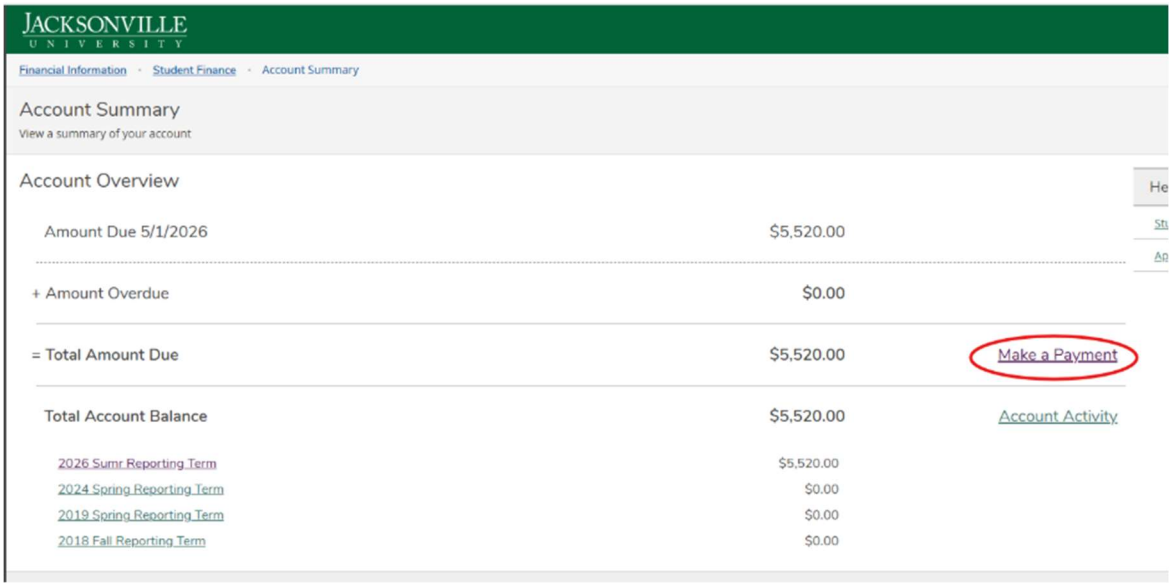


Step 3. To access Self-Service and view your Account Summary, click **Review Your Bill**.

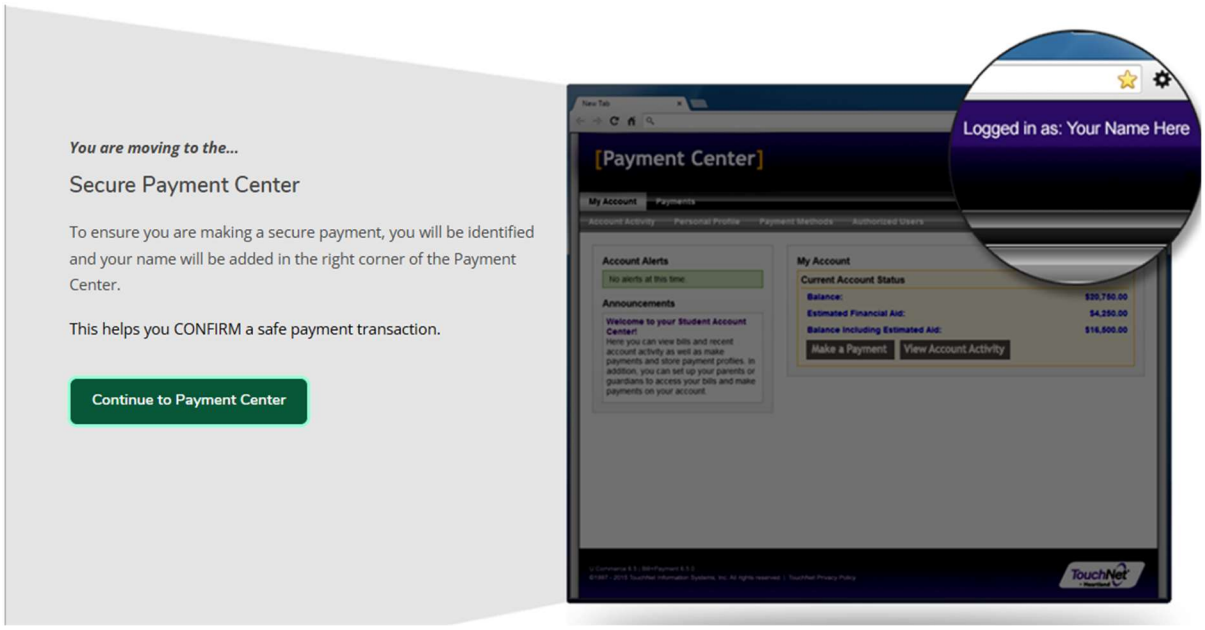


Step 4. After logging in (if prompted again) you should be taken to the Account Summary Page. If you are taken to the Homepage, you may need to click "Student Finance".

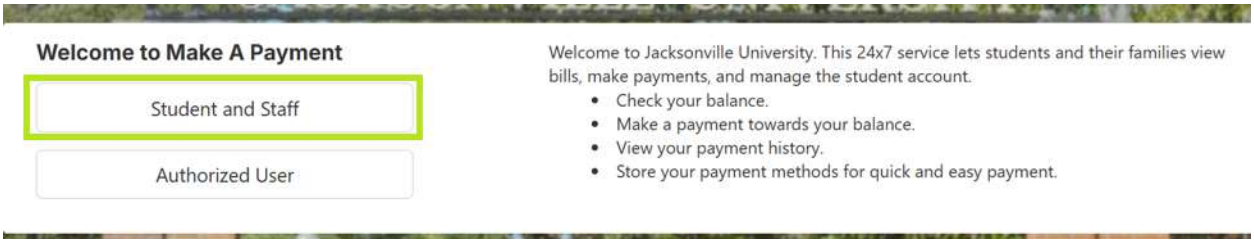
For Students: From the Account Summary page, select **Make a Payment** on the right.



Step 5. You will be redirected to the TouchNet Payment Center. Click **Continue to Payment Center.**



Step 6. This will open a new page. **Select Students and Staff**.

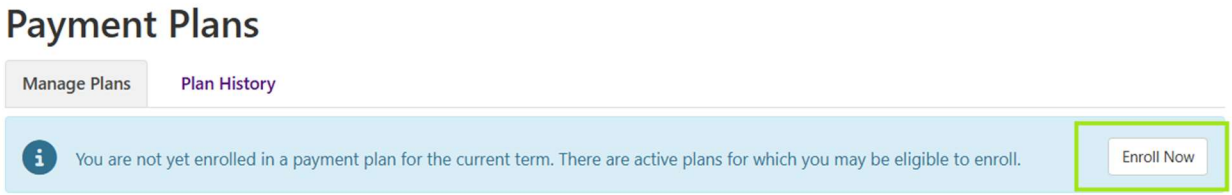


Step 7. You may need to move through some reminders if you have not already acted on your **payment method** or **authorized user access.** We advise you to save both for later if you cannot set them up first, but you can always access these reminders later if you dismiss them.

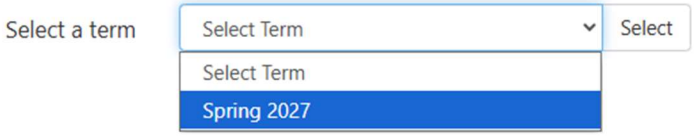
Step 8. From the landing page, select **Payment Plans** from the top ribbon.



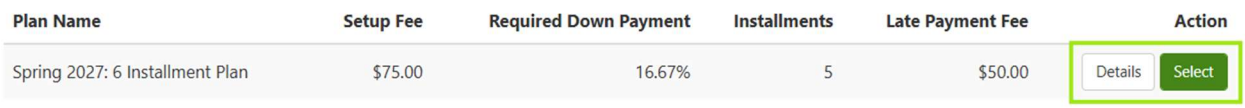
Step 9. This should open the payment plans screen. If you do not have a payment plan set up already, you should see an information box, inviting you to enroll in one. You can also use this page in the future to review your plan history.



Step 10. Select the term you're setting up your plan for in the drop-down.
Reminder: payment plans can only be set up for future or current semesters as they become available, and will close at certain points in the term.



Step 11. A new section should open below the drop-down after clicking **Select** showing the available plans. You can review the details of the plan here, or click **Select** to continue setting up your plan.

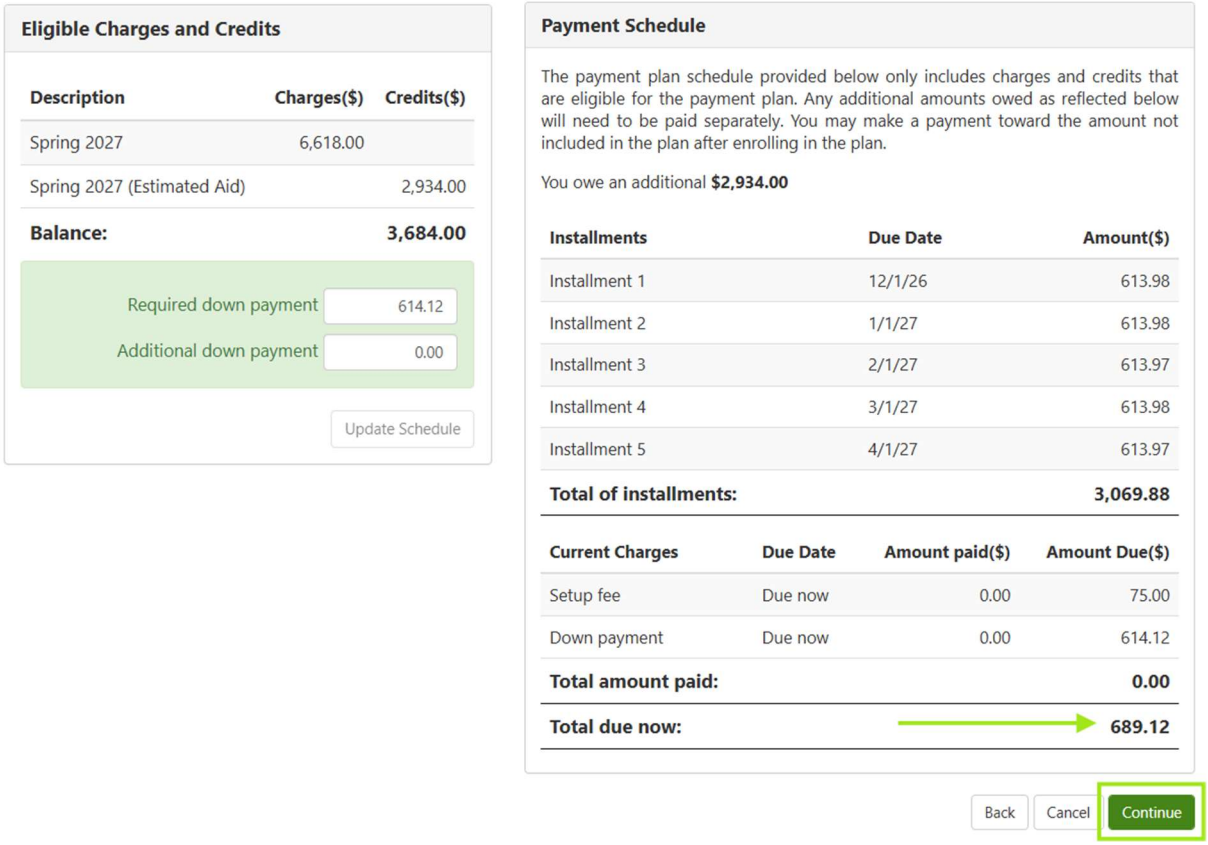


Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Spring 2027: 6 Installment Plan	$75.00	16.67%	5	$50.00	Details Select

The set-up fee, required down payment, number of installments, and late fee will reflect without needing to open the details section. However, **details** will provide the down payment **based on your account information** so that you can review, as well as additional details.

The installments listed are the remaining payments **after the down payment**. In this example, a 6-installment plan, lists **5 installments plus the initial down payment** to total 6.

Step 12. Review your plan on the next screen. You have the option to add to your required down payment here if you wish to pay more ahead and reduce your other installments. Note: the **Total Due Now *includes* the $75 set up fee.**



Eligible Charges and Credits

Description	Charges($)	Credits($)
Spring 2027	6,618.00	
Spring 2027 (Estimated Aid)		2,934.00
Balance:		**3,684.00**

Required down payment 614.12

Additional down payment 0.00

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

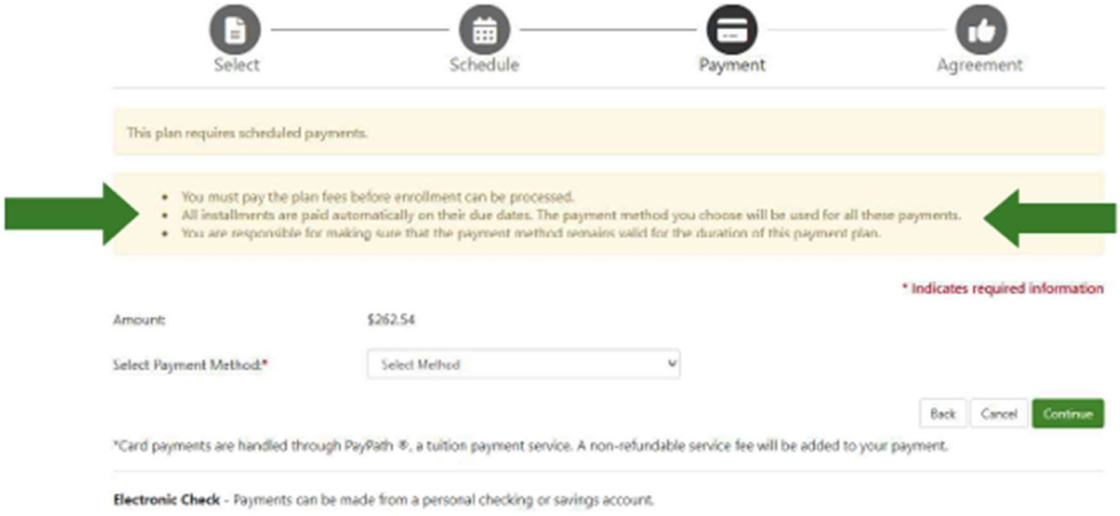
You owe an additional **$2,934.00**

Installments	Due Date	Amount($)
Installment 1	12/1/26	613.98
Installment 2	1/1/27	613.98
Installment 3	2/1/27	613.97
Installment 4	3/1/27	613.98
Installment 5	4/1/27	613.97
Total of installments:		**3,069.88**

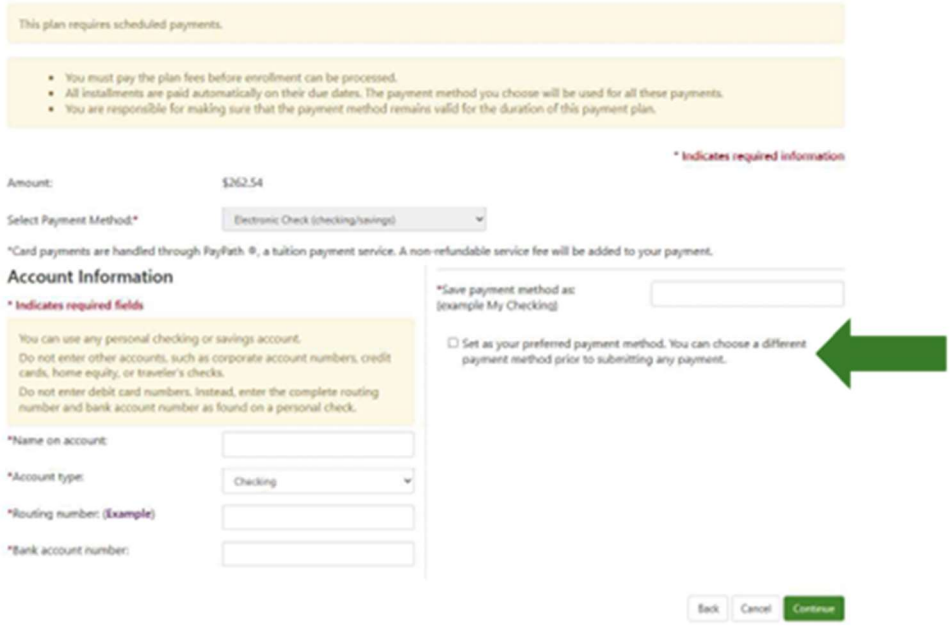
Current Charges	Due Date	Amount paid($)	Amount Due($)
Setup fee	Due now	0.00	75.00
Down payment	Due now	0.00	614.12
Total amount paid:			**0.00**
Total due now:			**689.12**

Back Cancel Continue

Step 13. Click **Continue** to set up the payment method for your down payment and to start the payment plan. If you use a credit card, you will be redirected to PayPath, a tuition payment service. Click **Continue** again after selecting your method and either **Enter Your Information** or review the next screen.



Step 14a. If you are paying with an electronic check or ACH method, you will see a checkbox for "Set as Your Preferred Method" to assign your chosen account for the monthly installments on the plan. **Payments are automatic and will be debited on the date established in the plan.**



Step 14b. If you are paying with a credit card, you will be taken first to the Payment Plan Agreement. ACH and E-Check will also see this information. You would then be taken to PayPath to set up your information for payment.

Step 15. The Payment Plan Agreement will outline the terms of your payment plan, and provide additional disclosure information.

Important Information Regarding the Payment Plan Fee and APR.

Federal Truth In Lending Act Disclosures

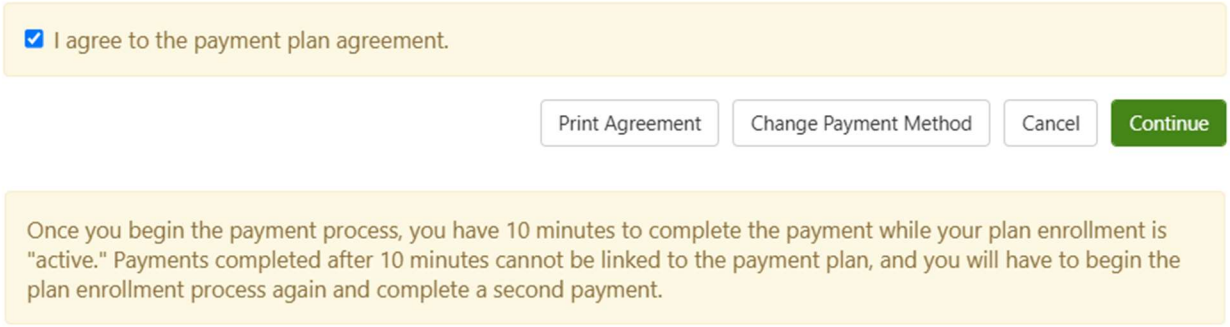
You are not charged an Annual Percentage Rate (APR).

Jacksonville University charges a flat, one-time $75 enrollment fee for participation in the payment plan. This fee is the same for all students, regardless of their outstanding balance. The APR shown in the agreement is a required disclosure that expresses the cost of the payment plan as an annualized percentage based on the amount of the payment plan and payment schedule.

It does not represent an additional percentage-based fee or interest charge assessed against your balance. **Your payment plan enrollment fee is only $75, regardless of the APR displayed.**

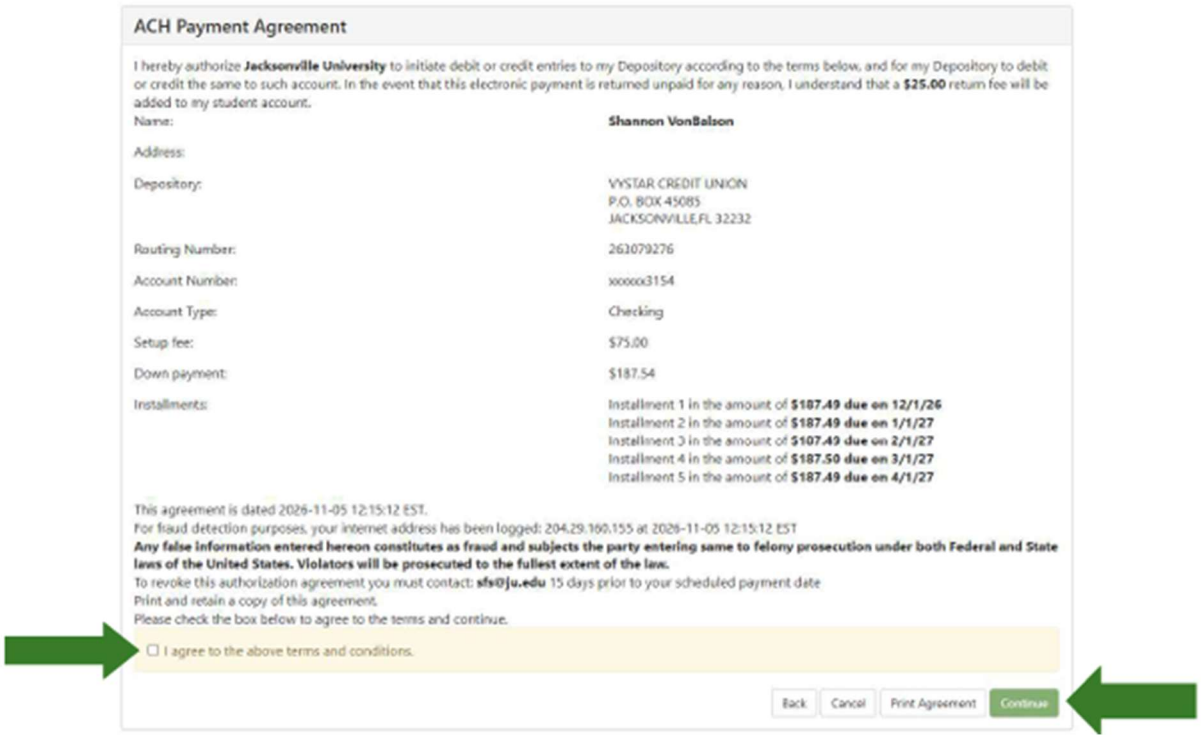
Please read the terms of the plan carefully. It will break down the dates your payments are considered due and will be automatically debited to the account you have provided.

Step 16. Click the checkbox to agree to the plan and then click **Continue** to finish setting up your plan. You can also **Print Your Agreement** or **Change Your Payment Method** here.



Note: You have 10 minutes to complete the payment and have it link to the plan.

Step 17. Review the ACH Payment Agreement if you elected to use the ACH option. **Click the checkbox** to agree to the terms and conditions, then click **Continue**.



Step 18. You can print a confirmation of your payment after continuing, and an email will be sent to you with the Payment Plan Installment Schedule.

FAQs

These instructions are designed with student payments in mind—steps may be different for Authorized Users/Parents/Guardians. Additional instructions for adding Authorized Users, making payments, and setting up payment plans are available on https://www.ju.edu/financialservices/billing/payment-online.php

If you find that you are having issues completing any of these steps, or you have questions about your account after reviewing your bill, please reach out to sfs@ju.edu.