



University of  
New Haven

# Understanding your Installment Plan

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Need Help? Contact the Bursar's Office at  
[bursar@newhaven.edu](mailto:bursar@newhaven.edu).



- Review your plan breakdown by clicking on the **View Activity** button.

The screenshot displays the University of New Haven ePay portal. At the top left is the university logo and name. A navigation bar includes links for 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A welcome message and a notice about billing statements for Fall 2021 and Summer II, with a due date of July 15th. It includes a link to a 'Fall 2021 Tuition, Billing, and Financial Information Guide'.
- Make a Payment:** A green bar showing the 'Amount Due | \$10,855.00' and a 'Go!' button.
- Student Account:** A table showing account details for ID: xxxx8745:

Amount Due	\$16,084.00
Estimated Financial Aid	\$16,034.00
Amount Due Including Estimated Aid	\$50.00
- Statements:** A section for the latest eBill Statement (6/15/21) Fall 202109: \$10,855.00, with a 'View Statements' button.
- My Profile Setup:** A sidebar with icons and links for 'Authorized Users', 'Personal Profile', and 'Electronic Refunds'.
- Term Balances:** A table showing the balance for Fall 2021 as \$10,905.00.

A red arrow points to the 'View Activity' button, which is circled in red. A large 'EXAMPLE' watermark is overlaid on the center of the page.

- Click on the current term to view the Account Activity.
- The **Account Activity** section will show the breakdown of your installment plan including the amounts due each month along with the due dates.

Account Activity

Search:

Description ↑↓	Code ↑↓	Date ↓↑	Amount ↑↓
Installment Plan Payment Due	IPMP	10/29/21	\$2,171.00
Installment Plan Payment Due	IPMP	9/29/21	\$2,171.00
Installment Plan Payment Due	IPMP	8/30/21	\$2,171.00
Installment Plan Payment Due	IPMP	7/31/21	\$2,171.00
Installment Plan Payment Due	IPMP	7/1/21	\$2,171.00
Installment Plan Fee Fall	IPFF	6/16/21	\$50.00
Installment Plan Agreement	IPEA	6/16/21	-\$10,855.00

EXAMPLE

Due Dates

Monthly Payments

Total Installment Plan Budget

- The main screen will show the amount that is currently due, and the Term Balance owed for the semester.

The screenshot displays the University of New Haven ePay portal. At the top, the navigation bar includes 'My Account', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Announcement:** A message about Fall 2021 and Summer II billing statements, with a due date of July 15th.
- Make a Payment:** A green bar showing the current amount due of \$10,855.00.
- Student Account:** A table showing account details:

Student Account	ID: xxxx8745
Amount Due	\$16,084.00
Estimated Financial Aid	\$16,034.00
<b>Amount Due Including Estimated Aid</b>	<b>\$50.00</b>
- My Profile Setup:** Links to 'Authorized Users', 'Personal Profile', and 'Electronic Refunds'.
- Term Balances:** A table showing the balance for Fall 2021:

Fall 2021	<b>\$10,905.00</b>
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- Statements:** A link to view the latest eBill Statement for (6/15/21) Fall 202109, totaling \$10,855.00.

Red annotations highlight the 'Amount Due Including Estimated Aid' (\$50.00) and the 'Fall 2021' term balance (\$10,905.00), with arrows pointing to the text 'Amount Currently Due' and 'Amount owed for the semester.' respectively.

# How to Make a Payment

**Step 1:** Select the **Make Payment** option found in the main menu bar.

**Step 2:** Next, select your payment option.

Make Payment Deposits Refunds Help

### Account Payment

Amount Method Confirmation Receipt

Payment Date: 5/6/22

Select Payment Option

Current Account Balance \$50.00

Pay By Term Select which semester terms to pay

Amount Due \$50.00

## ! Important Note:

Credit/Debit card payments are processed through PayPath, a third-party payment processor, and are subject to a 2.85% service fee.

There is no service fee for using Electronic Check (e-check).

**Step 3:** Click “Add” to add the input amount pre-populated in the box or change input amount by clicking the dollar amount in the box. Once you see the amount you wish to pay in the Payment Total section, click **Continue**.

Student Account | \$50.00

\$ 50.00 Add

Select input to change payment amount

Payment Total \$0.00

Continue

# Important Information About Your Plan

- The Monthly Installment Plan does not automatically adjust to cover your University student account balance. It is the student's and the payer's responsibility to determine the semester budget to ensure their University student account balance is satisfied in full by the published due dates.
- Only current semester charges for tuition and fees can be included in the Monthly Installment Plan. The plan DOES NOT cover balances from prior semesters.
- If the amount shown as due is greater than what your monthly installment amount is, there is an additional amount owed that is not being covered by your installment plan. This amount CANNOT be added to your plan and is due immediately.
- The amount of your monthly installment will not show as due until the day of the actual due date.
- If you enroll after the plan start date, you will be required to make your first payment immediately once you are notified that your plan has been added.
- Payment is due every 30 days by the first of each month. The student/payer is responsible for making each monthly payment by the established due dates.
- Student's/payers are responsible for paying each of the installments on time even if they do not receive a reminder notice.
- Payment in full for each installment must be received by each monthly due date to avoid late charges. A 5-day grace period applies.
- In the event any installment becomes more than 30 days past due, the plan may be cancelled, and all balances will become due immediately. Late fee charges may apply.