

ACCESS PAYMYTUITION

PayMyTuition is integrated with your institution's student self-service portal.

To access PayMyTuition, log in to your student [self-service portal](#) and navigate to the payment section. Select the PayMyTuition option to be securely redirected to the PayMyTuition payment page.

PAYMENT CENTER STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE AUTHORIZATIONS

Payment Center Payment History

Announcements

Welcome
This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans.
REMINDER: Fall 2020 semester bills are due on January 15th.

ENROLL IN PAYMENT PLAN **MAKE PAYMENT**

✓ Within the **PayMyTuition Payment Center**, users can view their Account Information and Term Balances by scrolling down the page.

✓ To initiate a payment, select the **MAKE PAYMENT** button.

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Payment Center Payment History

Make an Apprenticeship, Trades or Deposit Payment

Details	Amount (\$)
☐ Over Payment	0.00

Term Balances

Description	Amount (\$)
☒ Fall 2024	2,000.00
☐ Summer 2024	3,014.80

TOTAL PAYMENT \$ 2,000.00

GO BACK **PAY NOW**

✓ Term balances will be displayed as individual line items. Users may select one or more terms to apply payments and can choose to pay either the full balance or a partial amount by adjusting the value in the Amount (\$) field.

✓ Select **PAY NOW** to proceed.



PAYMENT CENTER



STATEMENTS



REFUNDS



E-DOCUMENTS



CREATE PROFILE

1

Payment Information

2

Payer Information

3

Student Information

4

Confirm & pay

What country are you paying from?

United Kingdom

Make a payment

In CAD

2,000.00

☒ Pay your fees from any country, at any bank, in any currency!

☒ Don't overpay your bank on currency exchange. PayMyTuition will save you money!

☒ Track your payments from start to finish using PayMyTuition's student payment dashboard.

☒ Multilingual customer support to help you when you need us.

Payment Options

☒ Bank Transfer in British Pound (GBP)
1,106.00 GBP

☐ Trustly Bank Transfer in British Pound (GBP)
1,106.00 GBP

☐ Visa - Debit or Credit in GBP
1,108.00 GBP

☐ Mastercard - Debit or Credit in GBP
1,108.00 GBP

☐ PayPal
1,147.00 GBP

☐ Pay in another currency

Step 1: Payment Information

- ✔ **What country are you paying from?**
Use the drop-down menu to search for and select the country you are paying from.

The **Make a Payment** section will automatically populate the payment amount that will be settled to your institution in Canadian dollars.

- ✔ In the **Payment Options section**, select your preferred method of payment. Available options may include local bank transfers, credit or debit cards, and eWallets.

- ✔ Once selected, click **NEXT**.

The screenshot shows the 'PAYMENT CENTER' navigation bar with icons for PAYMENT CENTER, STATEMENTS, REFUNDS, E-DOCUMENTS, and CREATE PROFILE. Below the navigation bar is a progress indicator with four steps: 1. Payment Information, 2. Payer Information (highlighted), 3. Student Information, and 4. Confirm & pay. The main content area is titled 'We require the following information to process your payment'. It contains an 'Email address' field with the value 'janedoe@gmail.com' and an information icon. Below this is a section titled 'Who will be making this payment?' with two radio button options: 'Student' (selected) and 'Someone else'.

Step 2: Payer Information

- ✓ Students or payers paying from an international bank, institution, or card, will need to review information populated in the **Payer Information** section.

Ensure all required fields are completed accurately.

The screenshot shows the 'Identification of Student' section. It has three input fields: 'Identification type' with a dropdown menu showing 'Passport', 'Expiration date' with a date field showing '2026-04-10', and 'Identification number' with a text field showing 'PS12345678'. To the right of these fields is a section titled 'Please upload student identification' with a cloud upload icon, the text 'Drag and drop files here to upload' and 'Only JPG, JPEG, PNG and PDF files can be uploaded.', and a 'BROWSE' button. Below the input fields are two checkboxes: 'I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.' (unchecked) and 'I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.' (checked). At the bottom are two buttons: 'PREVIOUS' and 'NEXT' (highlighted with a red border).

- ✓ **The Identification of Student/Payer** section requires government-issued identification details and a copy of the corresponding ID for the student (or the payer, if different) to ensure compliance with anti-money laundering regulations when making a payment to the institution.

- ✓ Select **NEXT** at the bottom of the page to proceed.

The screenshot shows the 'Student Information' step of a four-step payment process. The top navigation bar includes 'PAYMENT CENTER' (active), 'STATEMENTS', 'REFUNDS', 'E-DOCUMENTS', and 'CREATE PROFILE'. A progress bar at the top indicates the current step is 3 of 4. The main content area is titled 'Student information' and contains input fields for 'Student ID', 'Email address', 'First name', and 'Last name'. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons, with the 'NEXT' button highlighted by a red border.

Step 3: Student Information

- ✓ The **student information** section will default according to the information on your student profile.
- ✓ Select **NEXT**.

The screenshot shows the 'Confirm & pay' step of the payment process. The top navigation bar is the same as in Step 3. The progress bar now shows step 4 of 4 as the current step. The main content area is titled 'Payment Information' and displays payment details: 'You will send 1,106.00 GBP', 'Institution will receive 2,000.00 CAD', and 'Country United Kingdom'. Below this is a section for 'Payment Detail(s)' with a 'Details' link. At the bottom, there are 'PREVIOUS' and 'PAY NOW' buttons, with the 'PAY NOW' button highlighted by a red border.

Step 4: Confirm & pay

- ✓ Review your payment details within the **Confirm & pay** page and select **PAY NOW** to create your transaction.

PAYMENT CENTER | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE

Payment Status

Amount Pending **GBP 1,106.00**

You — PayMyTuition — Your institution

Click the **Download Instructions** button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before **January 1, 2026** or your payment will be automatically cancelled.

DOWNLOAD INSTRUCTIONS

Payment Details

Payment method: Bank Transfer in British Pound (GBP)

YOU SEND	INSTITUTION WILL RECEIVE	REFERENCE ID
GBP 1,106.00	CAD 2,000.00 ⓘ	

- Notifications
- Confirm funds were sent
- Give me another 48 hours

Step 5: Fund your Transaction

The Payment Center Dashboard allows you to view Payment Details, manage your transaction by adjusting notifications, confirming funds were sent, requesting an additional 48 hours on your international rate, and cancelling your payment.

➔ Select the **DOWNLOAD INSTRUCTIONS** button (for Bank Transfers) or the **PAY NOW** button (for Credit Card or e-Wallets) to retrieve payment instructions and complete your payment.

Once your payment is processed successfully by PayMyTuition, your student account balance will update.

Note: When paying from an international bank, institution, or card, payments may take 2 – 7 business days to process. The balance on your student account will update to reflect completed payments as soon as they are processed.

PayMyTuition will notify all students and payers via email with updates regarding your payment process, and lastly once the payment is complete with instructions to retrieve your payment receipt. Your payment receipt is accessible within your PayMyTuition Payment Center.