

Westminster College Online Payments, Bill, and Payment Plans

Westminster College offers students the ability to fully manage their student accounts online through MyWC on the College website.

Steps to access your student account:

- My WC
- Finances
- **My Student Account Balance**

You will see the screen below, which provides access to student account payments, electronic billing statements, payment plans, and authorized user setup.

WESTMINSTER COLLEGE

FULTON, MISSOURI

[your account](#) [view bills](#) [make payment](#) [Selected Item](#) [help](#) [sign out](#)

TEST: Student Account Online

Your Account

Current Balance \$13,610.00

[Click here to make a payment](#)

(Zero or credit balances are not displayed)

[Click here to view your Activity History](#)

The last payment received was for \$60.00 on 4/9/2010.

Your Recent Payments [View All](#)

04/09/2010	\$60.00	View
04/01/2010	\$60.00	View
04/01/2010	\$60.00	View

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

Your Bills [View All](#)

There are currently no bills for your account.

Installment Payment Plans

[Click here to enroll in the Fall 2010 Plan](#)

Saved Payment Methods

You have no saved payment methods.

The following pages will outline the following:

- **Student Account Payments**
- **Student Billing Statements**
- **Payment Plans**
- **Parent or Other Authorized User Setup**

Student Account Payments

- To make a payment on your account click on [Click here to make a payment](#).
Please note that all credit card payments will be subject to a 2.75% convenience fee.

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Your Bills [View All](#)

There are currently no bills for your account.

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Saved Payment Methods

You have no saved payment methods.

- Click on **Account Balance**.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

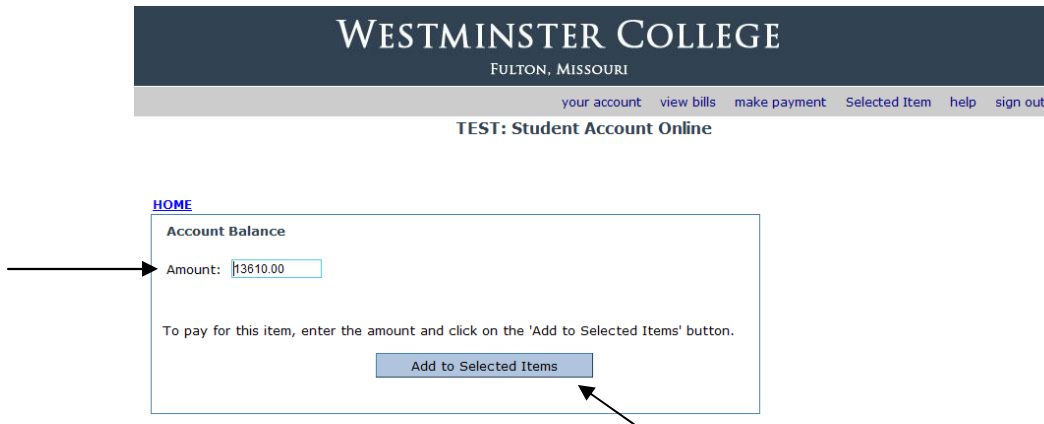
Your account currently has the following charges:

<u>Account Balance</u>	13610.00
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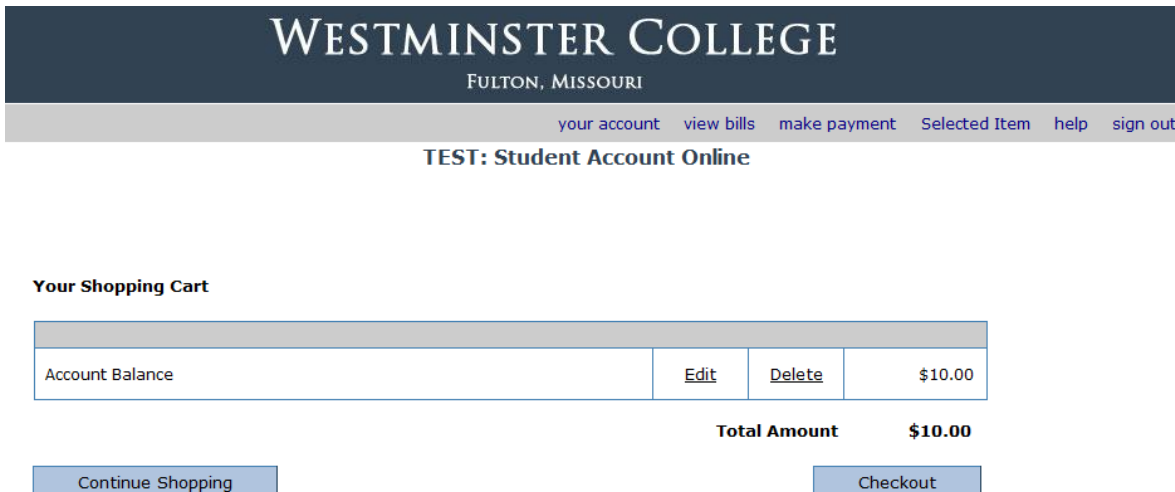
You may also pay for the following items:

<u>Returning Student Advance Payment</u>		View Details
<u>Student Deposit</u>	200.00	View Details
<u>Account Balance</u>		View Details

- 3. Enter the amount of the payment you wish to make and click on **Add to Selected Items**.



- 4. Check the payment amount to be sure this is correct. If not, the payment can be edited or deleted by clicking on the appropriate link. If the amount is correct, click **Checkout**.



- 5. You may pay using a credit card or electronic check (eCheck). Select the appropriate Method of Payment and **Continue Checkout**. If paying by credit card, go #6. If paying by electronic check (eCheck), skip to #7.



6. If you selected payment by credit card, enter your credit card information including number, expiration date, cardholder name, address, and email address. **Please note that all credit card payments are subject to a 2.75% convenience fee. American Express, Discover, and MasterCard are accepted.** The email address is needed so you can receive a receipt. *You have the option to save this payment method for future use if you wish.* The information will be encrypted and stored safely through our service provider CASHNet. Then Click **Continue**.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address Enter the address where you receive the bill for this card.

City

State/Province/Region


Zip/Postal Code

Country

Card ID Code Enter the three or four digit code from your card. [Help](#)

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :
 ex: 'MyCreditCard'



We accept:

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

7. If you selected payment by electronic check, enter your checking account number. Select the appropriate Account Type. Enter the routing number, Account Holder Name, and email address. Then Click **Continue** and follow the same procedures as listed above for credit card payments.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

Please enter your bank account information and click on the 'Continue Checkout' button.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH".

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Account Number

Confirm Account Number

Account Type Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use :
 ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

[Continue Checkout](#)

8. A verification screen will appear. If the information is correct, click on **Submit Payment**. Please note that all credit card payments are subject to a 2.75% convenience fee.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected

Account Balance	\$10.00
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Total Amount \$10.00

Payment information

Credit Card Number:	XXXXXXXXXXXX5454
Expiration Date:	0117
Cardholder Name:	John Student
Address:	101
City:	anywhere
State/Province/Region:	mo
Zip/Postal Code:	65251
Country:	United States
Email Address:	

9. A receipt will appear. At the bottom of the screen, you may enter another email address if you wish to have a receipt sent to another party. You may also print a receipt. When finished, you may sign out or return to your student account by clicking on the appropriate blue link in the screen header.

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TEST: Student Account Online

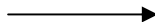
Transaction Approved

RECEIPT NUMBER : 1045
CUSTOMER :
ONLINE PAYMENTS
CURRENT DATE: 04/16/2010

Description	Amount
Account Balance	\$10.00
Total	\$10.00

Payments Received	Amount
CC MasterCard XXXXXXXXXXXX5454 Authorization # TEST45	\$10.00
Total	\$10.00

Thank you for your payment.
 Your receipt has been emailed to joan.deboe@gmail.com



Student Billing Statements

Westminster College issues student account billing statements electronically rather than by hard copy. All students who have balances due on their accounts will receive an email from the college notifying them that an electronic statement is available to be viewed. The email will provide a link to access the statement.

Statements will be listed in the **Your Bills** section of this page which will list all statements you have received.

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TEST: Student Account Online

Your Account

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The last payment received was for \$60.00 on 4/9/2010.

Your Recent Payments [View All](#)

04/09/2010	\$60.00	View
04/01/2010	\$60.00	View
04/01/2010	\$60.00	View

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

Your Bills [View All](#)

There are currently no bills for your account.

Installment Payment Plans

[Click here to enroll in the Fall 2010 Plan](#)

Saved Payment Methods

You have no saved payment methods.

Payment Plans

All charges are due on or before the first day of classes; however, a payment plan is offered for your convenience. To enroll in a payment plan:

- Under **Installment Payment Plans**, click on the appropriate Payment Plan.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

Your Account

Current Balance \$23,105.00

[Click here to make a payment](#)

(Zero or credit balances are not displayed)

[Click here to view your Activity History](#)

The last payment received was for \$10.00 on 4/16/2010.

Your Recent Payments [View All](#)

04/16/2010	\$10.00	View
04/09/2010	\$60.00	View
04/01/2010	\$60.00	View

Parent PINs [Add New](#)

You currently have no Parent PINs set up.

Your Bills [View All](#)

There are currently no bills for your account.

Installment Payment Plans

[Click here to enroll in the Fall 2010 Plan](#)

Saved Payment Methods

You have no saved payment methods.

- A Payment Plan requires five equal payments; July through November for the Fall term and December through April for the Spring term. The first field lists the total amount due for the term, followed by the total of payments for the life of the agreement including a \$60 enrollment fee.

WESTMINSTER COLLEGE

FULTON, MISSOURI

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TEST: Student Account Online

Fall - 5 Payment Plan

The total budget amount for this installment plan is **\$9,495.00**.

This amount is based on charges and credits provided by your school.

Charges:

IPP Tuition Balance	\$9,495.00
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Total Budget Amount: **\$9,495.00**

What You Pay Now

There is an enrollment fee of \$60.00 to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the total budget amount.

What You Pay Later

Listed below are the dates your installments will be due and the amount due for each installment:

Due 7/20/2010	\$1,899.00
Due 8/20/2010	\$1,899.00
Due 9/20/2010	\$1,899.00
Due 10/20/2010	\$1,899.00
Due 11/20/2010	\$1,899.00

The total amount you will pay later is \$9,495.00.

3. On the same screen, you will need to review the Terms and Conditions and accept them if you wish. Enter the last four digits of your social security number to validate your electronic signature and click **Accept**.

Terms and Conditions

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

Payment Plan - Terms and Conditions
 Westminster College assesses tuition and related fees at the time of registration for classes. All fees are due no later than the first day of classes each semester. Students are allowed to pay these charges by enrolling in a payment plan that requires five equal payments; July through

I agree to the following Terms and Conditions

[View Agreement](#)

Enter the last 4 digits of your Social Security Number

Electronic Signature:

[Cancel](#) [Accept](#)

4. The following screen will appear. You will be required to pay the \$60 enrollment fee. Use the payment instructions listed under Student Account Payments to complete your enrollment fee payment.

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TEST: Student Account Online

Fall - 5 Payment Plan

The following items must be paid now to enroll in the Fall 2010 - 5 Payment Plan:

Enrollment fee	\$60.00
Total	\$60.00

Which payment method would you like to use to pay this?

Enter new credit card information
 Enter new electronic check information
 I don't want to pay the fee; please cancel my enrollment in the plan

[Cancel](#) [Continue](#)

5. After you have completed your enrollment fee payment, the following screen will appear. You may elect to set up your installment payments to be processed automatically each month. If you choose this option, the payments will automatically be charged to your credit card or withdrawn from your checking account on the 20th of each month. An email reminder will be sent on the 15th of each month and the payments will be processed on the 20th. If you do not choose this option, you will still receive the reminder email and you will then need to process your payment each month. Click **Continue**.

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TEST: Student Account Online

Fall - 5 Payment Plan

You are now enrolled in the Fall 2010 - 5 Payment Plan. Your first installment of \$1,899.00 will be due on 7/20/2010.

Your payment for the enrollment fee has been accepted. Your receipt number for this is 1046 and the amount paid is \$60.00.

A receipt has been emailed to joan.deboe@westminster-mo.edu.

You will be notified when each installment is billed by an email sent to rgeorge@cashnet.com.

If you like, you may choose to have your installment bill automatically paid each time by debiting your bank account or charging your credit card.

Would you like to automatically pay your installment bill each month?

Yes, use the same payment info I entered for the enrollment fee

Enter new credit card information

Enter new electronic check information

No, I don't want to automatically pay

6. A confirmation page will appear indicating that you have completed enrollment.

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FULTON, MISSOURI

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TEST: Student Account Online

Fall - 5 Payment Plan

You have now completed enrolling in the Fall 2010 - 5 Payment Plan.

If you would like to give a parent or other person access to your account so that they can view bills and make payments, please click [here](#) .

Parent or Other Authorized User Setup

Students may grant access to their student accounts to parents or other third parties. This will assign a user name and password to the third party and will allow the user to log in to the student account to view bills, make payments, and manage payment plans. To set up a third party to have access to your student account:

1. Click on **Add New** in the Parent PINs box.

2. The following screen will appear. As the screen notes, the third party will have access to student account issues only, not grades or other academic information. Enter the requested information. The third party will receive an email notifying them that you have granted them access and will provide their login information. The system will provide them with a link to their portal (which is different than yours) and a password. Using the information from the email, the third party will login and see the same account pages.