

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:

- Log in to [My WC](#)
- Finances Tab
- My Student Account Balance

From here, you have access to view electronic billing statements, make payments, view activity detail, sign up for a payment plan, and authorize another user to view your electronic billing information. Below you will find detailed steps to assist you in navigating the online portal.

How to View Statements

Westminster College issues student account billing statements electronically. All students who have a balance due on their account will receive an email from the college notifying them that an electronic statement is available to be viewed.

- On the left menu bar, choose 'Statements'. Click View or Save to download a copy.

Statements			
Date	Description	View	Save
6/16/20	Billing Statement		

How to Make a Payment

1. On the left menu bar, choose 'Make a Payment'
2. The amount due will automatically populate in the Amount box; however, you can change the amount if needed. Enter the amount you wish to pay, then Continue.

Pay amount

1 item \$1,676 | Remaining due \$0

How much would you like to pay?

Payment on Account

Amount

\$1,676.00

Maximum \$1,000,000

Balance \$1,676

Would you like to pay for something else?

Available items

Payment on Account

[View details](#)

Cancel Continue

3. Select your payment method. If you pay using your bank account, there is no additional fee.

Payment method

How would you like to pay?

Payment amount

\$1,676

* Payment method

Select...

New credit or debit card

New bank account

Foreign currency

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

If you pay using a credit/debit card, there is a 2.75% convenience fee. The amount of the service charge will be listed and you must check the box to acknowledge that you accept. Remember, you can make a payment using your bank account with no additional fee.

Service charge

\$46.09

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service charge of **\$46.09**, so your total amount is \$1,722.09. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge of **\$46.09** for the use of Transact Campus SmartPay.

4. The last step is to verify the information for accuracy. Next click Pay.

Last step! Let's make sure we have your correct information.

* Email address

Summary

[Change](#)

Payment on Account	
Balance	\$1,676.00
Service charge	\$46.09
Total	\$1,722.09

Payment details

[Change](#)

Card number	
Expiration date	
Zip/Postal code	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel

Pay \$1,722.09

How to Enroll in a Payment Plan

Payment is due August 1 for fall semester and January 1 for spring semester. A payment plan is offered for your convenience. To enroll in a payment plan:

1. Under Payment Plans, click on 'View payment plan options'.

Payment plans



Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.



[View payment plan options](#)

2. A Payment Plan requires five equal payments; July through November for fall and December through April for Spring. There is a \$60 enrollment fee; however, if all payments are made on time as outlined in the payment plan, the enrollment fee will be credited to the student account after the plan is complete. Click the 'Enroll in Plan' to complete the enrollment.

Overview

Payment Plans

Fall 2020
Fall 2020 Payment Plan



\$1,676
Amount you can enroll in plan

5 payments | \$60 enrollment fee

Payment Schedule

1	\$335.20 Payment due 7/1/20
2	\$335.20 Payment due 8/1/20
3	\$335.20 Payment due 9/1/20
4	\$335.20 Payment due 10/1/20
5	\$335.20 Payment due 11/1/20

[Cancel](#) [Enroll in plan](#)

3. Review the Terms and Conditions. Check the box to agree; then Continue.

☰ ✕Payment Plan Enrollment

Agreement

● ● ●

\$1,676

You've opted to enroll this amount in Fall 2020: Fall 2020 Payment Plan

Review the payment schedule and terms and conditions below.

Payment Schedule

- 1 **\$335.20**
Payment due 7/1/20
- 2 **\$335.20**
Payment due 8/1/20
- 3 **\$335.20**
Payment due 9/1/20
- 4 **\$335.20**
Payment due 10/1/20
- 5 **\$335.20**
Payment due 11/1/20

Terms and Conditions

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

Online Payment Plan – Terms and Conditions

Westminster College assesses tuition and related fees at the time of registration for classes. All fees are due on August 1 for the Fall semester and January 1st for the Spring semester. Students are allowed to pay these charges by enrolling in a payment plan with up to five equal payments ranging from July 1 through November 1 for the Fall semester; December 1 through April 1 for the Spring semester. The number of payments is determined by the enrollment date of the plan. Payment plans cover a one semester period; therefore, it requires enrollment each semester.

A \$60 semester enrollment fee is required to participate in the payment plan. This fee must be paid at the time of enrollment in the plan. Upon enrollment, the student account balance is divided equally into the appropriate number of installments. Charges and credits made to the student account after enrollment through October in the Fall and March in the Spring will be added to the payment plan and the remaining payments will be adjusted. Charges posted to student accounts after those dates will not be added to the plan and are due immediately.

Finance Charges - a 1.5% finance charge will be charged on all balances remaining after the first day of class unless a student is enrolled in and current with a payment plan.

Transcripts and Diplomas – In order for The College to issue a transcript or diploma, the student account balance must be zero whether or not enrolled in a payment plan.

I agree to the Terms and Conditions listed above

Cancel Continue

4. Enter bank account information (no additional fee) or credit card information (2.75% convenience fee); then Continue.

Enrollment fee

How would you like to pay?

Enrollment fee amount
\$60

* Payment method
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

* Card number

Card number required

* Expiration date MM / YY

* Security code

* Zip/Postal code

Save card for future use

Cancel Continue

5. Check the box to agree to the Terms and conditions; then Continue.

Terms and conditions

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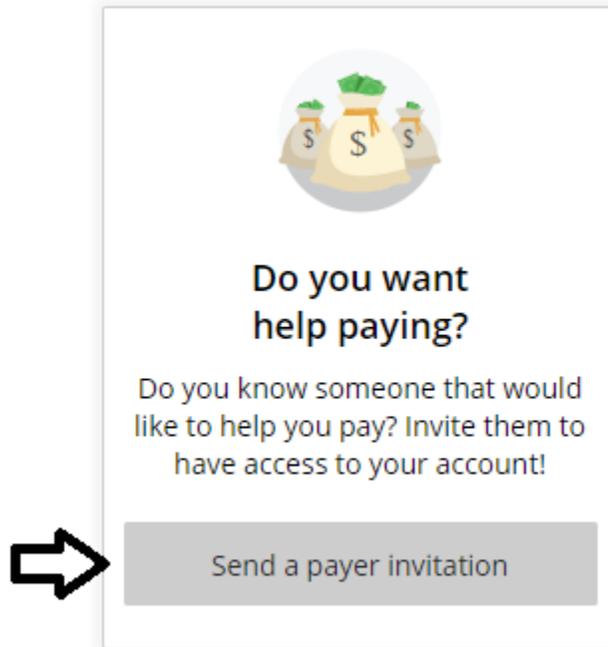
I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement.

Continue

Parent or Other Authorized User Setup

Students may grant access to their student account/billing to parents or other third parties. This will assign a user name and password to the third party, which will allow them to view bills, make payments, and manage payment plans. This allows access to student account information only (not grades or other academic information).

1. On the Overview Tab, scroll down and select the 'Send a payer invitation' link.



If you have previously set up an authorized user, you will need to click on your name, then you will be able to send additional payer invitations.



Payers
Do you know someone that would like to help you pay? Invite them to have access to your account!

Mom	
Grandpa	
+ Send a payer invitation	

2. When you click to send a payer invitation, the following screen will appear. Enter the requested information. The third party will receive an email from the Business Office notifying them that you have created an account for them and will provide the login information, including a link to the billing portal. They will then be able to log in and see the same student account/billing information that you do through your MyWC account.

Profile

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Message to payer

Maximum 250 characters

B

businessoffice@westminster-mo.edu

Westminster College (MO).

Your new login information is:

Parent PIN: janedoesmom@yahoo.com

Password: M42AkyJep

To access the account, please click the link below.

https://commerce.cashnet.com/westminstermo_pay?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)