

# University of La Verne

## How to Pay a Fee Online through the La Verne Portal Appeal Fee, Application for Graduation, Alternative Assessment, Competency Exam and Challenge Exam

Click on the **LaVerne Portal** and login with your user name and email password

Click on **Financial Aid & Student Accounts**

Click on **Student Account Services**

Click on the **My Student Account Center**

Click on **Make a Payment**



Click on the appropriate **Graduation Fee** or **Appeal Fee**

| Description                                                                                               | Price    | View                         |
|-----------------------------------------------------------------------------------------------------------|----------|------------------------------|
| <b><u>Appeal Fee - Graduate</u></b><br>Paid when academic appeal has been approved.                       | \$50.00  | <a href="#">View Details</a> |
| <b><u>Appeal Fee - Undergraduate</u></b><br>Paid when academic appeal has been approved.                  | \$50.00  | <a href="#">View Details</a> |
| <b><u>Pending Charge</u></b><br>To be used by students who do not currently have an open tuition balance. |          | <a href="#">View Details</a> |
| <b><u>Graduation Fee : Doctoral Degree</u></b><br>To be paid one-time per program.                        | \$300.00 | <a href="#">View Details</a> |
| <b><u>Graduation Fee : College of Law</u></b><br>To be paid one-time per program.                         | \$300.00 | <a href="#">View Details</a> |
| <b><u>Graduation Fee: Masters Degree</u></b><br>To be paid one-time per program.                          | \$160.00 | <a href="#">View Details</a> |
| <b><u>Graduation Fee: Associate Degree</u></b><br>To be paid one-time per program.                        | \$140.00 | <a href="#">View Details</a> |
| <b><u>Graduation Fee: Undergraduate Degree</u></b><br>To be paid one-time per program.                    | \$140.00 | <a href="#">View Details</a> |

If you are paying for Alternative Assessment, Competency Exam or a Challenge Exam fee, please use the **Pending Charge Option**. Please see instructions below.

Click on **Pending Charge**

Please select one or more of the optional fees below:

| Description                                                                                        | Price   | View                         |
|----------------------------------------------------------------------------------------------------|---------|------------------------------|
| <b>Appeal Fee - Graduate</b><br>Paid when academic appeal has been approved.                       | \$50.00 | <a href="#">View Details</a> |
| <b>Appeal Fee - Undergraduate</b><br>Paid when academic appeal has been approved.                  | \$50.00 | <a href="#">View Details</a> |
| <b>Pending Charge</b><br>To be used by students who do not currently have an open tuition balance. |         | <a href="#">View Details</a> |

Select the **Term** you want to make a payment  
Enter the desired dollar amount (**Price**)  
Select **Add to Cart**

**HOME**

**Pending Charge**  
To be used by students who do not currently have an open tuition balance.

**\*\*NOTICE\*\* Pending Charge should only be used by students who do not currently have an open tuition balance.**

\*Term:  

Price:  

To pay for this item, click the button below.

 [Add to Cart](#)

## Review the **Cart** and select **Checkout**

| Cart           |                           |                             |                 |
|----------------|---------------------------|-----------------------------|-----------------|
| Item Code      | Edit                      | Delete                      | Amount          |
| Pending Charge | <a href="#">Edit Item</a> | <a href="#">Delete Item</a> | \$100.00        |
| Total Amount   |                           |                             | <b>\$100.00</b> |

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## Enter payment information and **Continue Checkout**

## Confirm payment information and **Submit Payment**

### Once finished...

If the fee is for an **Appeal Fee** or **Graduation Fee**, please email your Academic Advisor the following information:

- Your Name
- Campus Location
- Last four digits of your student ID#
- Purpose of payment (see above)
- Amount of payment

If the fee is for an Alternative Assessment, Competency Exam, or Challenge Exam, please **email** your Academic Advisor and **Student Accounts** at [stuaccts@laverne.edu](mailto:stuaccts@laverne.edu) with the following information:

- Your Name
- Campus Location
- Last four digits of your student ID#
- Purpose of payment (see above)
- Amount of payment