

How to Set-up a Payment Plan in your My Student Account Center

1. Click on the **LaVerne Portal** and login with your username and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center** link. This will open a new tab.
5. Scroll down to **View payment plan options**, then click on the box to begin viewing your payment plan options.

University of La Verne Overview

Balance \$6,832

Summary

Spring 2020 (January/Spring 2020)	\$6,832.00
Balance	\$6,832.00

Account Balance \$22,220.00
Account Credits \$15,388.00
Total Amount Due \$6,832.00

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

6. Review the payment plan options for your course of study, then click **Enroll in plan** to begin your payment plan set-up.

Payment Plans

Spring 2020
Spring 2020 Semester Payment Plan

\$6,832
Amount you can enroll in plan

4 payments | \$75 enrollment fee

Payment Schedule

1	\$1,708 Payment due at time of enrollment
2	\$1,708 Payment due 3/26/20

Enroll in plan

*****The Payment Plan Enrollment Fee is subject to changes based on type of payment plan enrollment and/or the date of payment plan enrollment. For further information regarding the cost of your desired payment plan, please review our website at: <https://laverne.edu/accounts/payment-plans/>.**

7. Review the payment plan installation **schedule** and **Terms and Conditions** prior to accepting the Truth in Lending box. Once reviewed/approved, click the box and press **Continue**.

Overview

Payment Plan Enrollment

Agreement

\$6,832

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

Review the payment schedule and terms and conditions below.

Payment Schedule

1	\$1,708	Payment due at time of enrollment
2	\$1,708	Payment due 3/26/20
3	\$1,708	Payment due 4/26/20
4	\$1,708	Payment due 5/26/20

Terms and Conditions

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

The following disclosures, in addition to the details and disclosures provided above, are made to you pursuant to the Truth in Lending Act.

1. Any student attending University of La Verne is eligible to participate in a tuition payment plan.
2. The creditor, the University of La Verne, is located at 1950 Third Street, La Verne, CA 91750. Higher One, Inc., located at 80 Swan Way, Number 200, Oakland California 94621, is servicing the Plan on behalf of University of La Verne. All payments under the Plan are made to University of La Verne.
3. This payment plan is an installment plan. An enrollment fee of \$75.00 will be charged when you enroll.

I have read the Truth In Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Cancel **Continue**

8. Review the **payment screen** to see your first payment and enrollment fee costs (**due at time of enrollment**). Press **Continue**.

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\$1,783

Spring 2020: Spring 2020 Semester Payment Plan

Enrollment fee **\$75**

Spring 2020: Spring 2020 Semester Payment Plan

\$1,708
Amount due now

Plan amount \$6,832

First payment **\$1,708**

\$1,783.00

Cancel **Continue**

9. Add your **payment method** (new or previously used). Decide if you'd like to save this account for future use by **checking the box near the bottom of the selections**. Then press **Continue**.

How would you like to pay?

Payment amount
\$1,783

* Payment method
New bank account

* Account holder name

* Account type
 Checking
 Savings

* Routing transit number

* Bank account number * Confirm bank account number

Save bank account for future use

Secure encrypted payment Cancel Continue

10. Review all payment plan enrollment details. Once confirmed, press the **Pay** box at the end to submit payment and enroll in a payment plan – **this action cannot be undone!**

Overview

Payment Plan Enrollment

Payment method Review

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

Email address

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

Summary [Change](#)

Spring 2020: Spring 2020 Semester Payment Plan

Enrollment fee	\$75
First payment	\$1,708

Payment details [Change](#)

Account holder name

Account type

Routing transit number

Bank account number

Bank

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

Secure encrypted payment Cancel Pay \$1,783

**Questions? Contact the Office of Student Accounts
at stuacct@laverne.edu or 909-448-4060.**