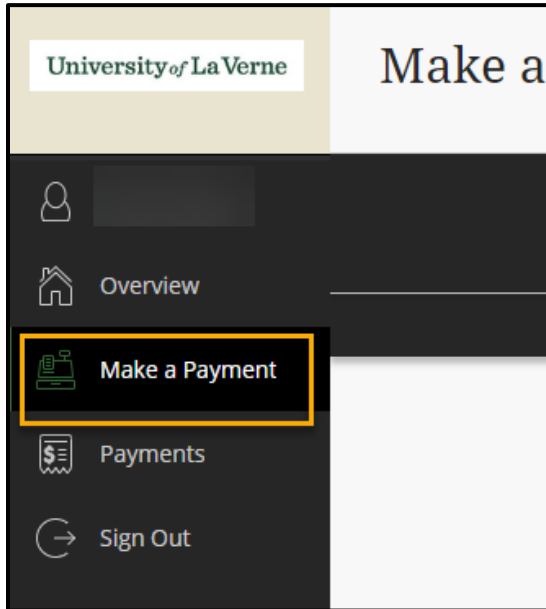


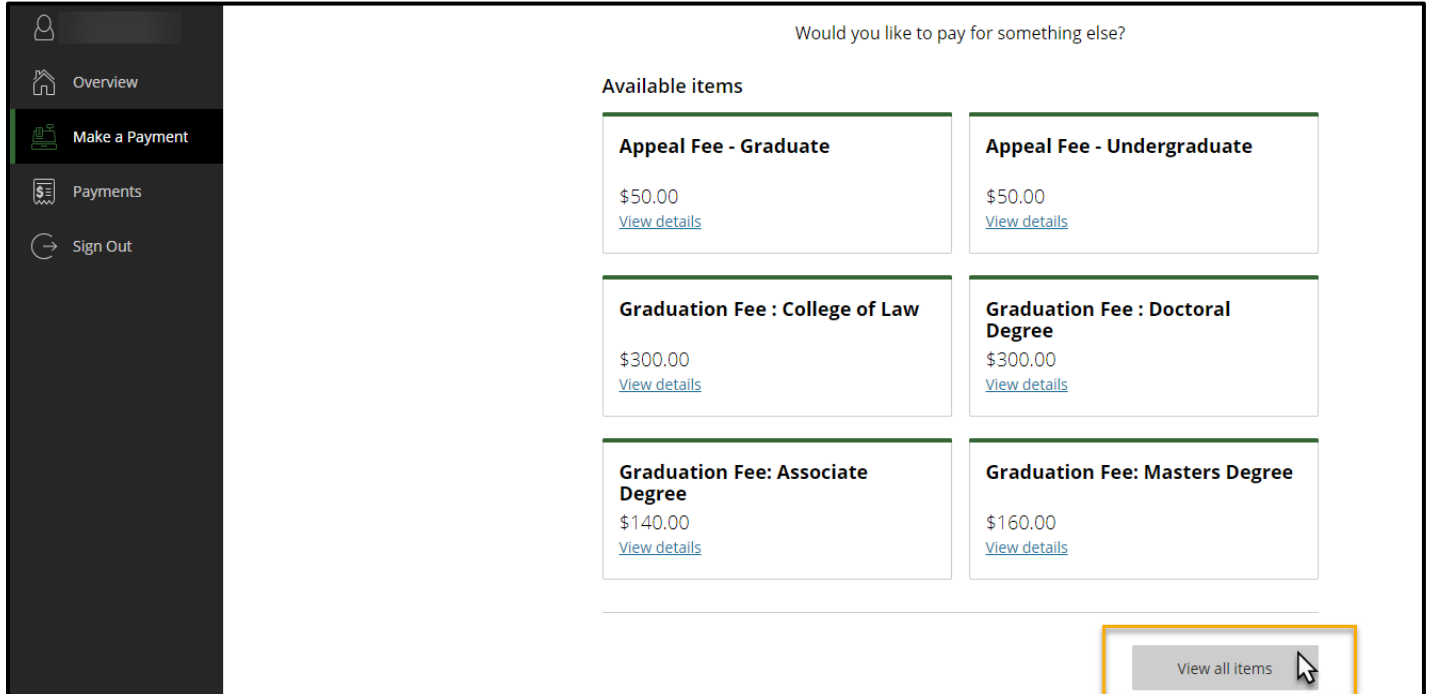
How to Pay a Fee Online through the La Verne Portal

Appeal Fee, Application for Graduation, Alternative Assessment, Competency Exam and Challenge Exam

1. Click on the **LaVerne Portal** and login with your user name 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. Click on **Make a Payment**.



6. Scroll down to available items and select **View all items**.



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

Appeal Fee - Graduate \$50.00 View details	Appeal Fee - Undergraduate \$50.00 View details
Graduation Fee : College of Law \$300.00 View details	Graduation Fee : Doctoral Degree \$300.00 View details
Graduation Fee: Associate Degree \$140.00 View details	Graduation Fee: Masters Degree \$160.00 View details
Graduation Fee: Undergraduate Degree \$140.00 View details	Pending Charge \$0.00 View details

8. Select **Add to Payment**.

The screenshot shows a modal window titled "Item details" with a close button (X) in the top left. The modal displays the following information:

- Available items
- Item name: Appeal Fee - Undergraduate
- Amount: \$50.00
- Description: Paid when academic appeal has been approved.

At the bottom of the modal, there are two buttons: "Cancel" and "Add to payment". The "Add to payment" button is highlighted with a yellow border and a mouse cursor, indicating it is the target for selection.

9. Once item has been added, you can **Pay now** or **Add more**.

10. Click **Continue** at bottom of page to further review your payment submission.

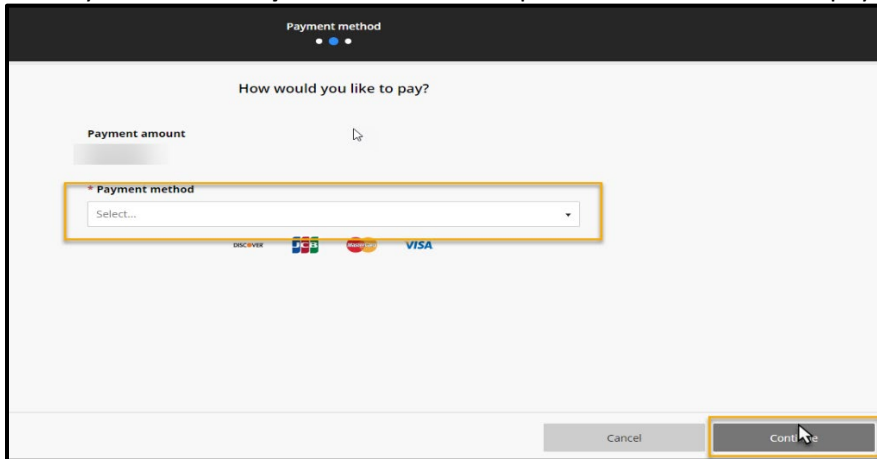
The screenshot shows the bottom portion of a payment page. It includes a "View all items" button and a "Continue" button. The "Continue" button is highlighted with a yellow border and a mouse cursor, indicating it is the target for selection.

The screenshot shows a confirmation screen with a green checkmark icon at the top. The text reads:

Item added!
Do you want to pay now or add more items?

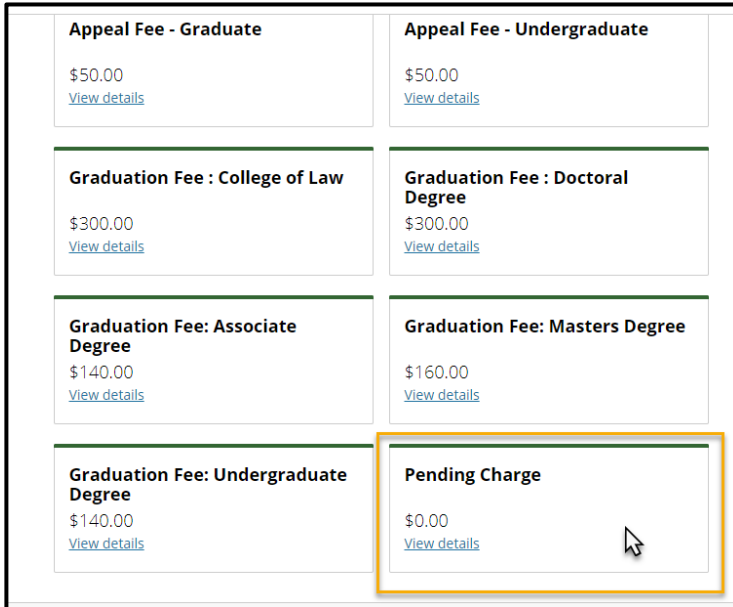
At the bottom, there are two buttons: "Pay now" (dark grey) and "Add more" (light grey).

11. Select your desired **Payment method** then press **Continue** to finalize payment.

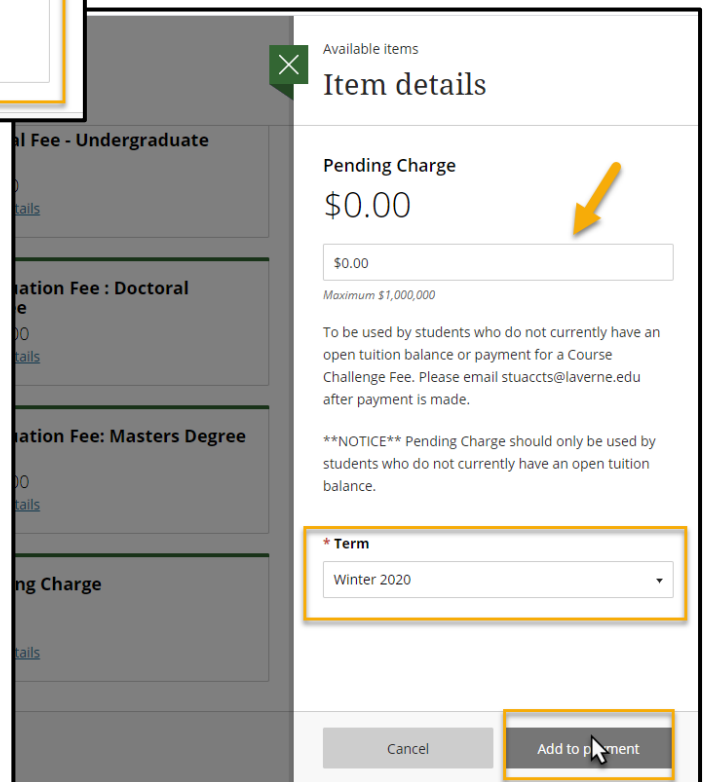


If you are paying for **Alternative Assessment, Competency Exam** or a **Challenge Exam fee**, please use the **Pending Charge Option**. Please see instructions below.

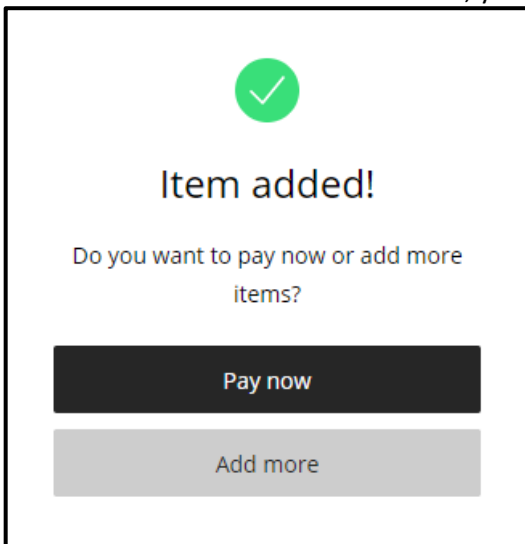
1. Select **Pending Charge**.



2. Enter the **desired dollar amount**, select **Term/Semester** payment will be for, and select **Add to Payment**.



3. Once item has been added, you can **Pay now** or **Add more**.



4. Confirm your preferred **Payment method**, then click **Continue** at the bottom of page. **Once finished, please review/complete the following:**

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 stuacct@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

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