PDC – How to Pay your Appeal Fee through the My Student Accounts Center

- 1. Start at the main University of La Verne website: <u>https://laverne.edu/</u>
- 2. Click on "MyLaVerne" at the top of the page:



3. Log in using the beginning portion of your email and your password.

University of LaVerne	, ,
Sign in with your organizational acc	ount
EXCLUDE@laverne.edu	
Password	
Sign in Enhanced Password Reset Register Pi Information First Time Users Technold © 2013 Microsoft La Verne Portal only. By signing or by its Terms of Use. Violations could lead to restrict disciplinary action.	assword Reset bgy FAQ to this portal, you agree to abid on of portal privileges and/or
Effective June 24, 2024, access discontinued as we transition to t	to Blackboard will be he full roll-out of

4. Next, you'll want to click on Student Account Services under the financial aid and Student Accounts Section in the quick links launchpad.



5. You'll then want to click on "My Student Account Center"



6. Scroll down to "available items" and click on "view all"

University of LaVerne			
My Account	Need to enroll in a payment plan?		
Overview	Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.		
Payment Plans	View payment plan options		
巴 Make a Payment			
ST Transactions	Available items		
Statements	\$100 Leo Dollars \$500 Leo Dollars - Appeal Fee - Graduate		
Tax Forms	\$100.00 \$500.00 \$50.00		
(?) Help			
\bigcirc Sign Out			

7. Scroll down and click on "Appeal Fee-Professional Development" and click on "add payment"

	Available items Item details
Appeal Fee - Graduate \$50.00 <u>View details</u> Paid when academic appeal has been approved.	Appeal Fee-Professional Development \$75.00 Paid when an academic appeal has been approved
Appeal Fee - Undergraduate \$50.00 <u>View details</u> Paid when academic appeal has been approved.	
Appeal Fee-Professional Development \$75.00 View details Paid when an academic appeal has been approved	
Associate Degree: Graduation Fee \$140.00 <u>View details</u> To be paid one-time per program.	Cancel Add to payment

8. Click on "Pay Now" and scroll all the way to the bottom and click on "Checkout"

\checkmark
ltem added!
Do you want to pay now or add more items?
Pay now
Add more

Once payment is finalized, please email <u>rshutts@laverne.edu</u> and copy <u>stuaccts@laverne.edu</u> so that your appeal can be processed.