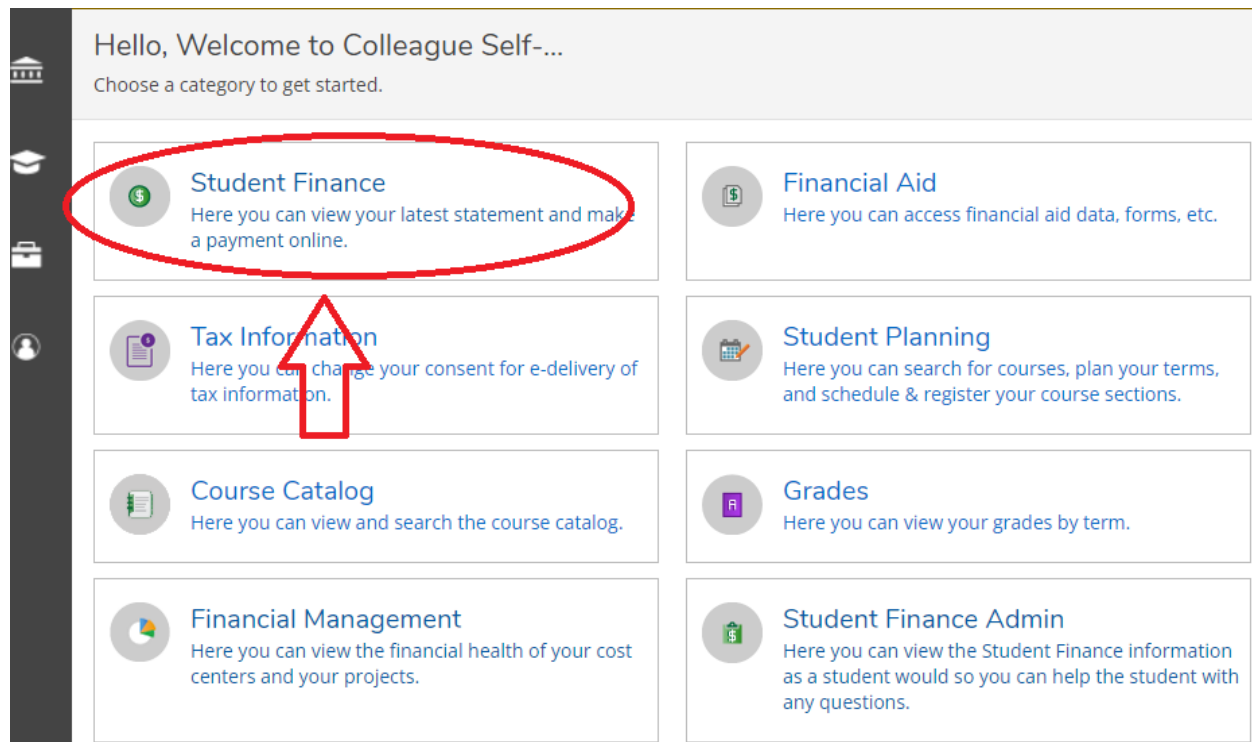


How to Make Payment Plan Payments

Log Into Self Service

mca-ss.colleague.elluciancloud.com/Student

Click on the “Student Finance” box.



Select “Make a Payment”

Account Summary		
View a summary of your account		
Account Overview		Helpful Links
Amount Overdue	\$10,604.00	MassArt
= Total Amount Due		How to Grant Proxy Access
		Make a Payment
Total Account Balance	\$10,604.00	Account Activity
Fall 2022	\$10,604.00	
Spring 2022	\$0.00	
Spring 2020	\$0.00	
Fall 2016	\$0.00	
Spring 2016	\$0.00	

Make a Payment

Use this page to make a payment on your account



Alert: If you come across an error message while making a payment via self service please follow this link: <https://massart.edu/student-finance-self-service-instructions> - To speak with a payment site representative, consumers/students may call 800-487-4567, option 4 to speak to someone.

Total Payment : \$2,701.00

ELECTRONIC CHECK

1.

Proceed to Payment

Create Payment Plan

Collapse All

Fall 2022

\$10,654.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 31 - STUDENT REC - DAY	WTU	7/15/2022	\$2,701.00	\$ 2,701.00
<input type="checkbox"/>	Payment Plan 31 - STUDENT REC - DAY	WTU	8/15/2022	\$2,651.00	\$
<input type="checkbox"/>	Payment Plan 31 - STUDENT REC - DAY	WTU	9/15/2022	\$2,651.00	\$
<input type="checkbox"/>	Payment Plan 31 - STUDENT REC - DAY	WTU	10/15/2022	\$2,651.00	\$

Total Amount Due

\$10,654.00

1. Select Payment Type (Credit card payments have a service fee of 2.65% but Electronic Check payments have NO FEE)
2. Select the payment you wish to make. You can make multiple payments at once
3. Input the amount you wish to pay, if different from the automated payment plan amount. Full payments must be made by the deadline, but multiple payments can be made to pay off the full amount.
4. Select "Proceed to Payment"

Review Payment

This will show the breakdown of your payment, including any fees that may be added for processing credit card payments.

Select **“Pay Now”**

Payment Review

Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Payment Plan 31 - STUDENT REC - DAY	\$2,701.00
Service Fees - 2.65% (\$1 min) 	\$71.58
Total Payment Amount	\$2,772.58

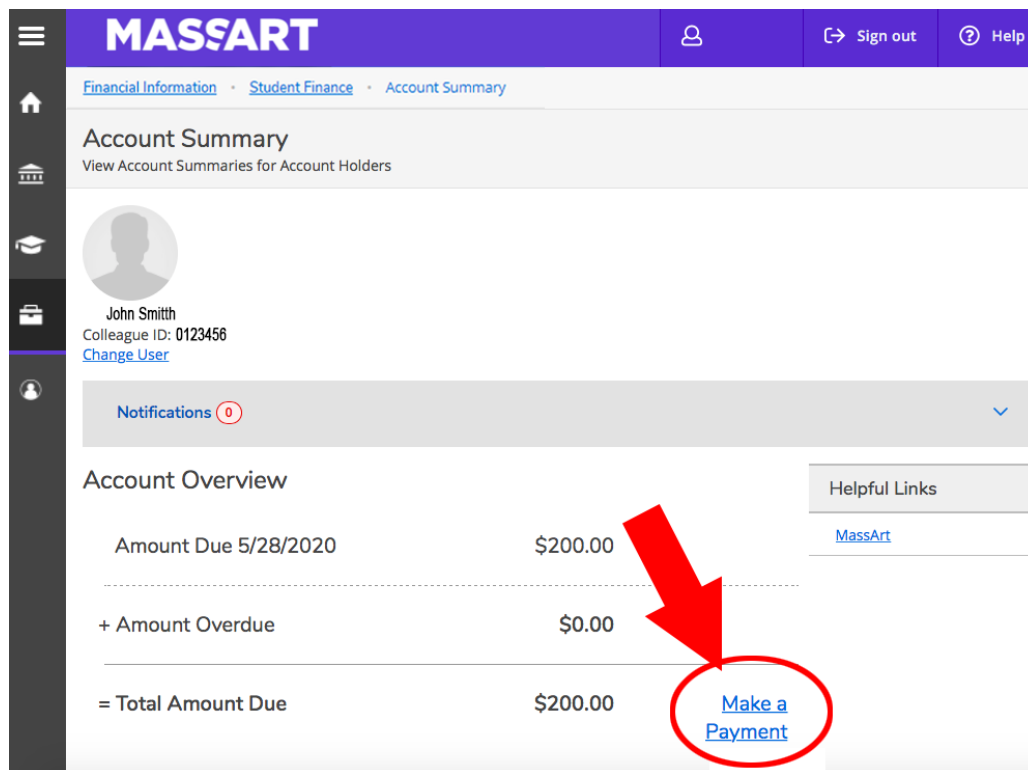
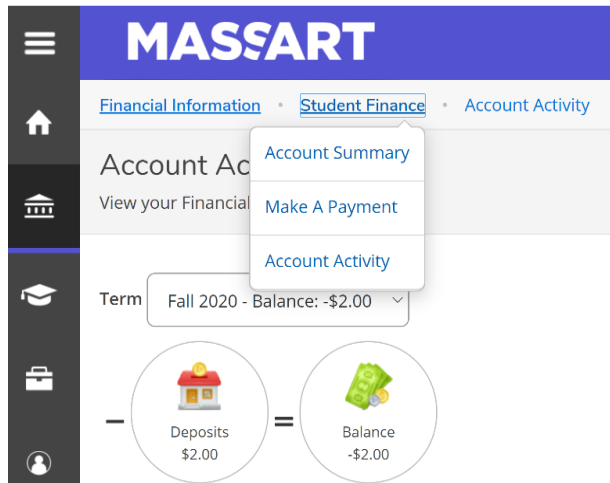
Payment Method: DISCOVER

Pay Now

To Make a Payment Via Credit Card:

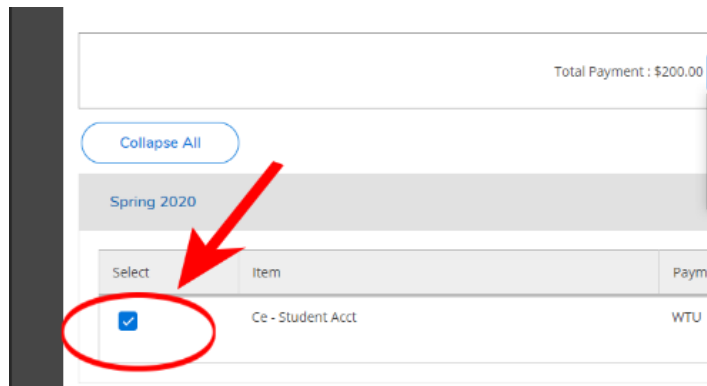
Make a Payment

To make a Payment, you can either click on the **“Make A Payment”** tab in the **“Student Finance”** drop down menu or you can return to **“Account Summary”** by using the drop-down Menu.



Here you will see your account summary. If there is a balance owed on your account, you can make a payment by clicking on the **“Make a Payment”** link.

Make sure the line item is “checked”.



Total Payment : \$200.00

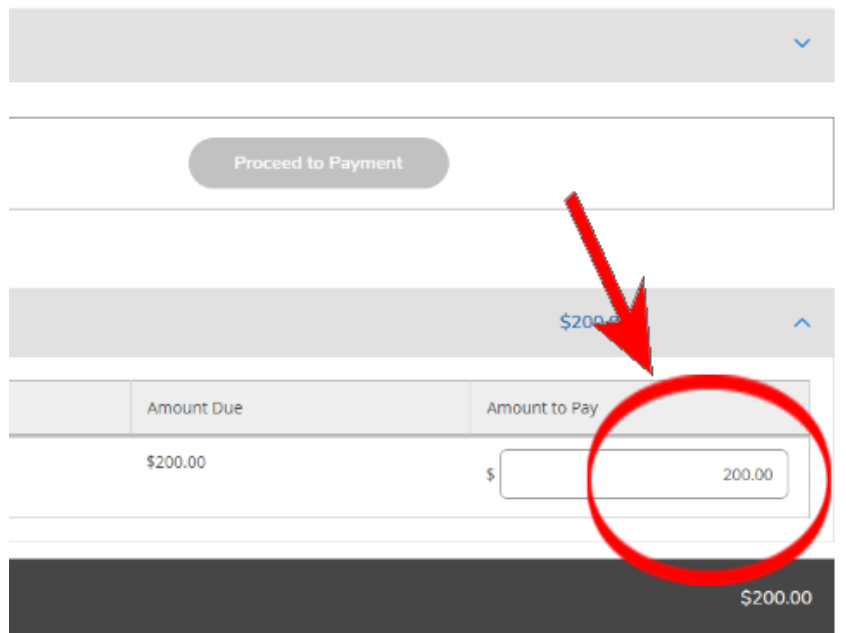
[Collapse All](#)

Spring 2020

Select	Item	Paym
<input checked="" type="checkbox"/>	Ce - Student Acct	WTU

The amount to pay will automatically populate with your current balance payable. You can adjust this amount if you are making a partial payment.

Please note, if the full balance is not paid by the due date, then a \$200 late fee will be added and your class schedule is at risk of being dropped!!



[Proceed to Payment](#)

\$200.00

Amount Due	Amount to Pay
\$200.00	\$ 200.00

\$200.00

[Top of page](#)

Choose a Payment Method

Click on the “down arrow” beside total payment, and select **Payment Method**.

MASSART

Financial Information · Student Finance · Make A Payment

Make a Payment

View Items Due for Account Holders

John Smith
Colleague ID: 0123456
[Change User](#)

Notifications 0

Total Payment : \$200.00

Choose a Payment Method

- AMERICAN EXPRES
- DISCOVER
- ELECTRONIC CHECK
- MASTER CARD
- VISA CARD

Proceed to Payment

Collapse All

Spring 2020 \$200.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
--------	------	---------------	----------	------------	---------------

Proceed to Payment

Select a payment method and then click the “**Proceed to Payment**” box, which should now be **blue**.

Payment Review

Prior to finalizing payment you will be able to review the transaction details.

MASSART [Financial Information](#) · [Student Finance](#) · [Make A Payment](#) [Sign out](#) [Help](#)

Payment Review

Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
STUDENT REC - DAY	\$200.00
Service Fees - 2.65% (\$1 min)	\$5.30
Total Payment Amount	\$205.30

Payment Method: AMERICAN EXPRES

Pay Now

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The account review page will show account charges including the service fees in the payment.

NOTE: There is a 2.65% Service fee for Credit Card Processing. There are no fees for Electronic check payments.

Confirm that all looks correct and then click the **“Pay Now”** button on the bottom.

Payment Information

The system will bring you to the payment page to continue making a payment.



Massachusetts College of Art and Design

Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Payment Amount

\$.

Payment Method

New Card

Card Number

Expiration Date

Security Code [What is this?](#)



Please note you will not be charged until you Submit at end.

Continue

[Cancel](#)

This page supports 128-bit SSL encryption as verified by DigiCert.

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ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777.

Please note: The first time you make a payment you will need to use the option “**New Card**”

Fill in the Credit Card Number, Expiration Date, and Security code and Select “**Continue.**”

Accept Terms

Review payment amount and click on “**Accept Terms**” To continue.



Massachusetts College of Art and Design

Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA Ending in 2412	\$5.00	\$1.00	\$6.00

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if You do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern Your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to You on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, You are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone, internet, or any other means or mechanisms of Payment acceptance. These Terms and Conditions, as

Printer Friendly

Please note you will not be charged until you Submit at end.

Accept Terms

[Back](#) | [Cancel](#)

Payer Information

Next, enter Payer information that the card account is linked to and click “**Continue.**”

Massachusetts College of Art and Design

Tuition & Fees

PAYMENT INFORMATION > **PAYER INFORMATION** > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name

John

B

Smith

Suffix

Country

United States

Address

621 Huntington Ave

Street Address 2

Apartment or Suite Number

Boston

MA

02115

Daytime phone

☒ US/Canada ☐ International

(617) 879 - 7900

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email

bursar@massart.edu

bursar@massart.edu

Please note you will not be charged until you Submit at end.

Continue

Back | Cancel

!!IMPORTANT!
FILL OUT
COMPLETELY!

Review & Submit

Payment Review page- Prior to finalizing payment you will be able to review the transaction details.



Massachusetts College of Art and Design
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
VISA Ending in 2412	\$5.00	\$1.00	\$6.00

Account Information	Name	John Smith
	Street Address	621 Huntington Ave
	City	Boston
	State	MA
	Zip code	02115
	Country	USA
	Daytime phone	(617) 789-7900
	Email	bursar@massart.edu

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

Submit

Review information again to make sure everything is correct, and then click **"Submit."**

Your payment is complete, click **"Continue"** to return to the Payment Acknowledgement page.

Massachusetts College of Art and Design
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment has been completed successfully. Thank you.

Please click continue.

PRINT

Continue

Confirmation Number

Date & Time

105936874

Thursday, May 28, 2020 01:12PM ET

Payment Method	Amount	Service Fee	Total
VISA Ending in 1387	\$5.00	\$1.00	\$6.00

Account Information	Name	John Smith
	Street Address	621 Huntington Ave
	City	Boston
	State	MA
	Zip code	02115
	Country	United States
	Daytime phone	617-789-7900
	Email	bursar@massart.edu

Payment Acknowledgement

☰

MASSART

👤

➔ Sign out

🔗 Help

🏠

🏫

🎓

📁

👤

[Financial Information](#) · [Student Finance](#) · [Make A Payment](#)

Payment Acknowledgement

Review the Details of your Payment below

Payment Acknowledgement

[Print](#)

Thank you for your payment of \$ 6.00, which reflects a \$ 1.00 convenience fee. It will be credited to your account pending confirmation and approval of the payment.

Receipt Information

Receipt Number	Date/Time	Merchant	Payer
000326354	5/28/2020 1:12:31 PM	Massachusetts College of Art and Design 621 Huntington Avenue Boston, MA 02115	John Smith

Account Payments

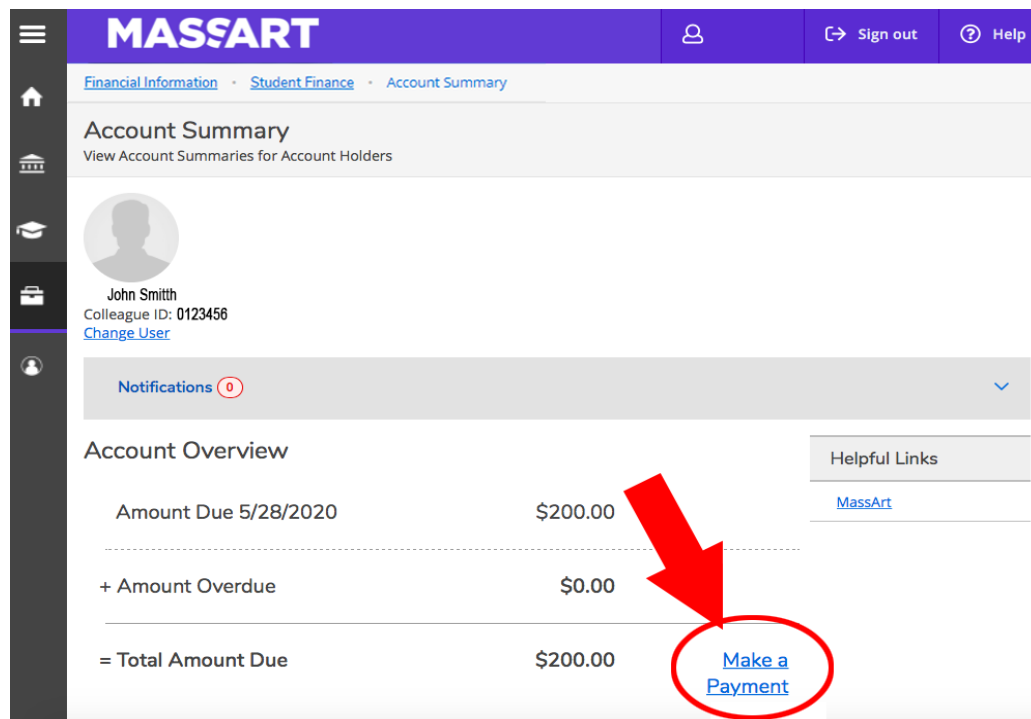
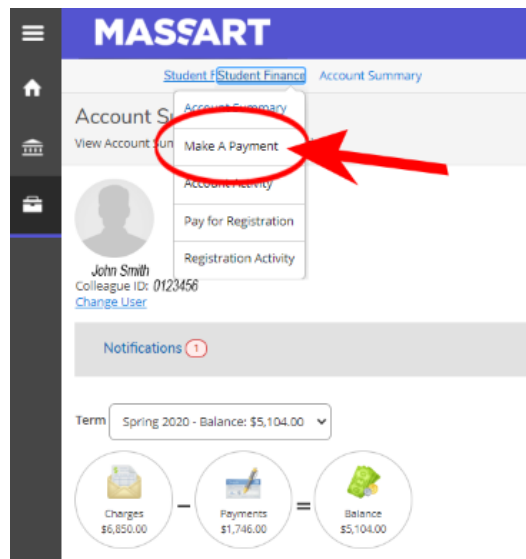
Account Holder	Account Type	Term	Description	Amount
0123456 John Smith	STUDENT REC - DAY	Spring 2020	Payment on account	\$5.00

The Payment Acknowledgment page will show your payment, receipt number, and provides the option to print the receipt for your records.

To Make a Payment Via Checking Account:

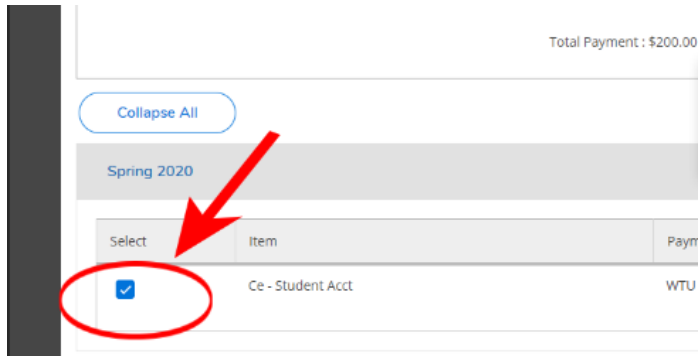
Make a Payment

To make a Payment, you can either click on the **“Make A Payment”** tab in the **“Student Finance”** drop down menu or you can return to “Account Summary” by using the drop-down Menu.



Here you will see your account summary. If there is a balance owed on your account, you can make a payment by clicking on the **“Make a Payment”** link.

Make sure the line item is “**checked**”. You can not select a payment method unless a selection is made.



Total Payment : \$200.00

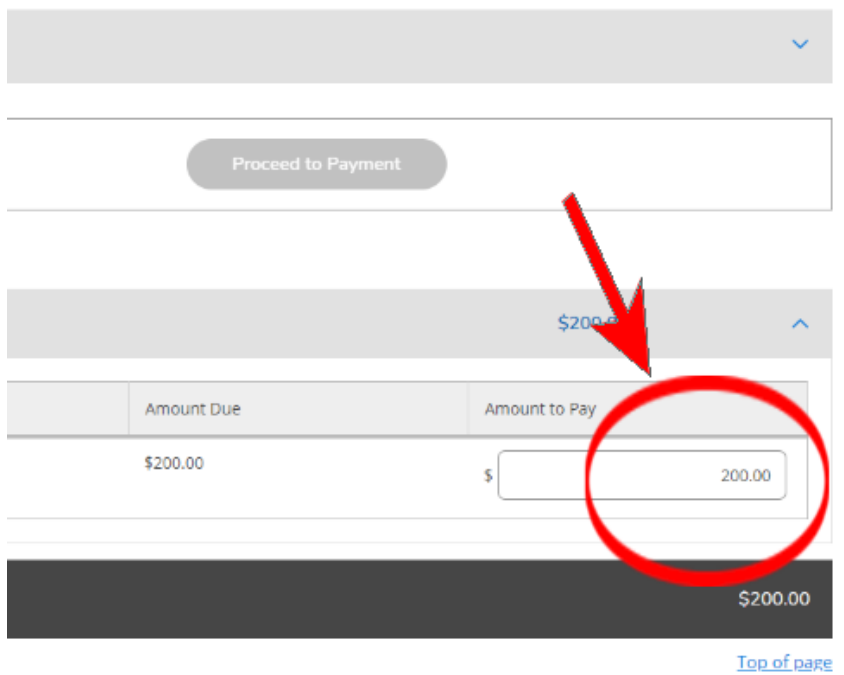
[Collapse All](#)

Spring 2020

Select	Item	Paym
<input checked="" type="checkbox"/>	Ce - Student Acct	WTU

The Amount to Pay will automatically fill in. You can adjust this amount if you are making a partial payment.

!! Please note, if the full balance is not paid by the due date, then a \$200 late fee will be added and your class schedule is at risk to be dropped!!



[Proceed to Payment](#)

\$200.00

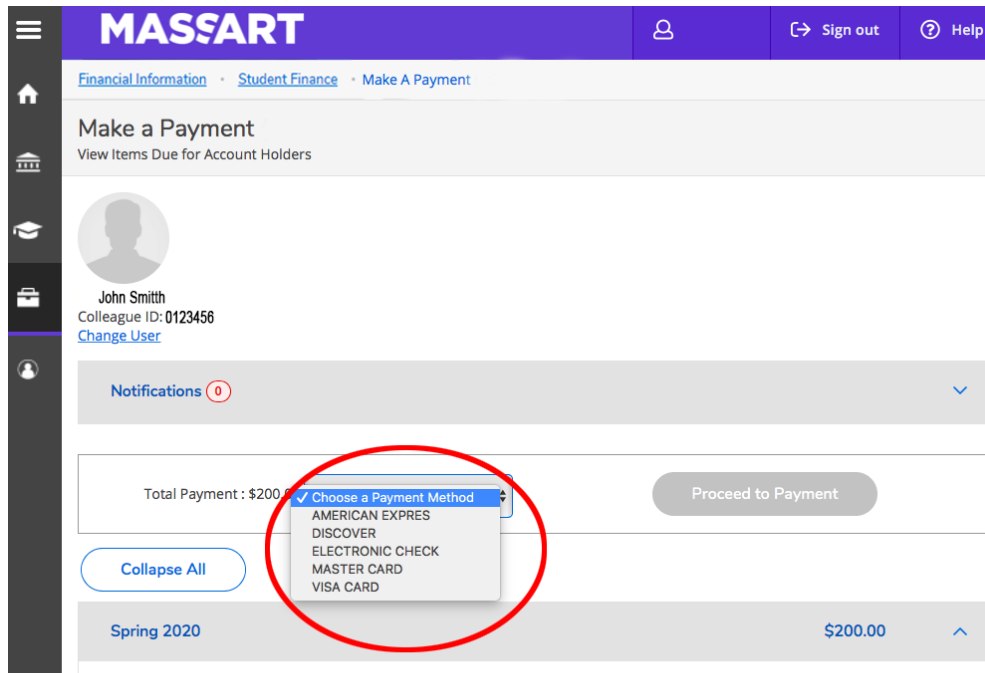
Amount Due	Amount to Pay
\$200.00	\$ <input type="text" value="200.00"/>

\$200.00

[Top of page](#)

Choose a Payment Method

Click on the down arrow beside total payment, and select “Electronic Check”



MASSART Sign out Help

Financial Information · Student Finance · Make A Payment

Make a Payment

View Items Due for Account Holders

John Smith
Colleague ID: 0123456
[Change User](#)

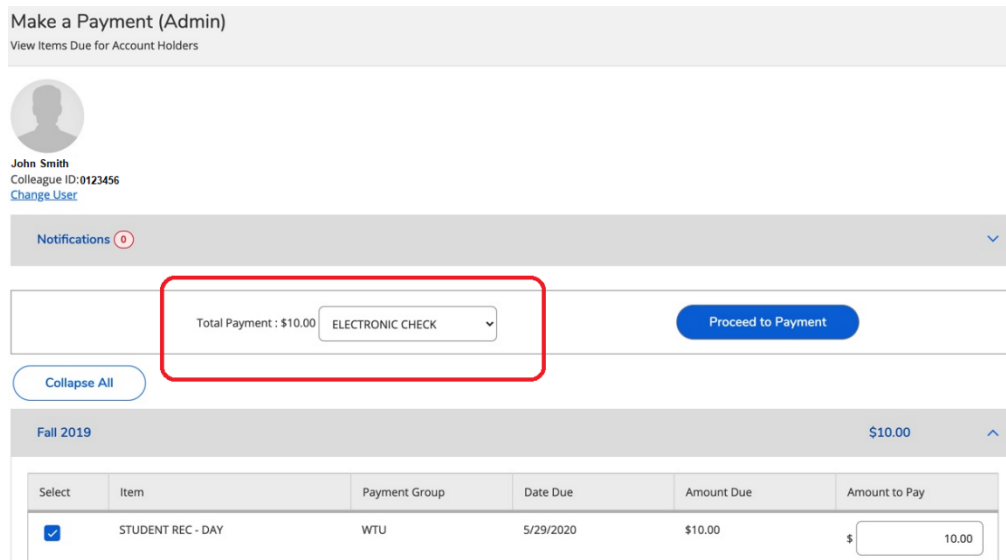
Notifications 0

Total Payment : \$200.00 **Choose a Payment Method** Proceed to Payment

- ✓ Choose a Payment Method
- AMERICAN EXPRES
- DISCOVER
- ELECTRONIC CHECK
- MASTER CARD
- VISA CARD

Collapse All

Spring 2020 \$200.00



Make a Payment (Admin)

View Items Due for Account Holders

John Smith
Colleague ID: 0123456
[Change User](#)

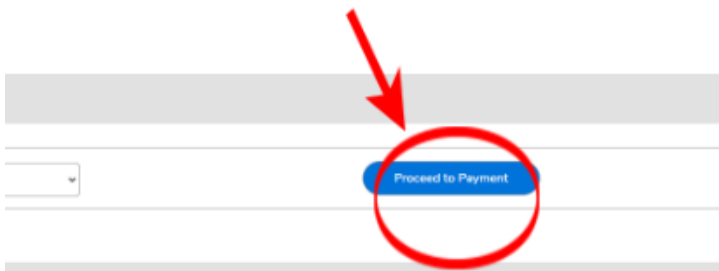
Notifications 0

Total Payment : \$10.00 ELECTRONIC CHECK Proceed to Payment

Collapse All

Fall 2019 \$10.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	STUDENT REC - DAY	WTU	5/29/2020	\$10.00	\$ 10.00



Proceed to Payment

Then click the “**Proceed to Payment**” box, which should now be blue.

Payment Review

The account review page will show account charges including the service fees in the payment. Confirm that all looks correct and then click the **“Pay Now”** button on the bottom.

Payment Review

Review your Payment Information below


Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
STUDENT REC - DAY	\$10.00
Total Payment Amount	\$10.00

Payment Method: ELECTRONIC CHECK

Pay Now



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*Note: There is no service fee when paying via electronic Check.

Electronic Check Entry

Fill out the necessary information completely. This information is the **PAYEE'S** information.

NOTE: If the account holder is NOT the student, you will need to change the name and information that automatically fills.

Electronic Check Entry
Enter your Electronic Check Payment Information below

Electronic Check Entry
[How do I find the routing number and bank account number?](#)

Electronic Check Information

ABA Routing Number *
012345678

Bank Account Number *
012345678910

First Name *
John

Last Name *
Smith

Billing Address
621 Huntington Ave

City
Boston

State/Province
Massachusetts

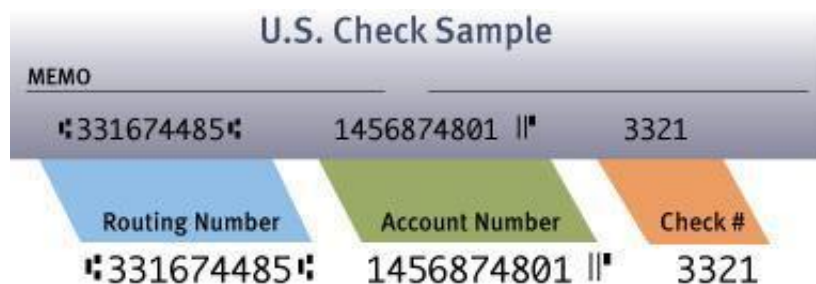
ZIP *
02115

Email Address
bursar@massart.edu

FILL OUT COMPLETELY

Pay Now

Here's an example showing where you can find the ABA Routing Number and Bank Account Number on a check:



Once you have filled out all the information and double-checked your Checking and Routing number, click the **“Pay Now”** box.

Payment Acknowledgement

The payment will automatically process and bring you to the Payment Acknowledgement page where you can view your payment and print a receipt for your records.

Payment Acknowledgement

Review the Details of your Payment below

 [Print](#)

Payment Acknowledgement

Thank you for your payment of \$ 10.00, which reflects a \$ 0.00 convenience fee. It will be credited to your account pending confirmation and approval of the payment.

Receipt Information

Receipt Number	Date/Time	Merchant	Payer
0001234566	5/29/2020 11:29:14 AM	Massachusetts College of Art and Design 621 Huntington Avenue Boston, MA 02115	John Smith

Account Payments

Account Holder	Account Type	Term	Description	Amount
0123456 John Smith	STUDENT REC - DAY	Fall 2019	Payment on account	\$200.00

[Continue](#)

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Payment Acknowledgement

Thank you for your payment of \$ 10.00, which reflects a \$ 0.00 convenience fee. It will be credited to your account pending confirmation and approval of the payment.

Receipt Information

Receipt Number	Date/Time	Merchant	Payer
0001234566	5/29/2020 11:29:14 AM	Massachusetts College of Art and Design 621 Huntington Avenue Boston, MA 02115	John Smith

Account Payments

Account Holder	Account Type	Term	Description	Amount
0123456 John Smith	STUDENT REC - DAY	Fall 2019	Payment on account	\$200.00

If you select the “Print” Icon, you will see the below:

Troubleshooting:

When making a payment, if you come across the following error message your Bank or Credit card company is declining the transaction. Please call them to let them know to allow the transaction to go through and then try again.



Note: When making a payment, be sure to input the Payee or Billing information if it is not the student's. Your payment will be flagged if the billing information of the account or card you're paying with does not match.

To speak with a representative, consumers/students can call **800-487-4567**, option 4 to speak to someone.