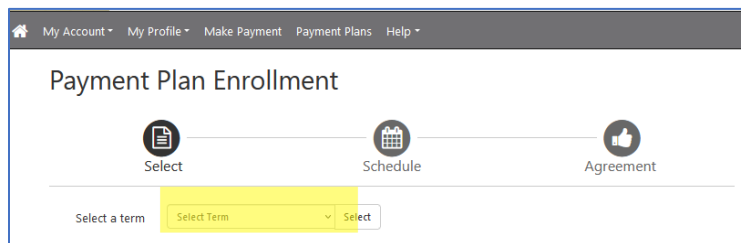
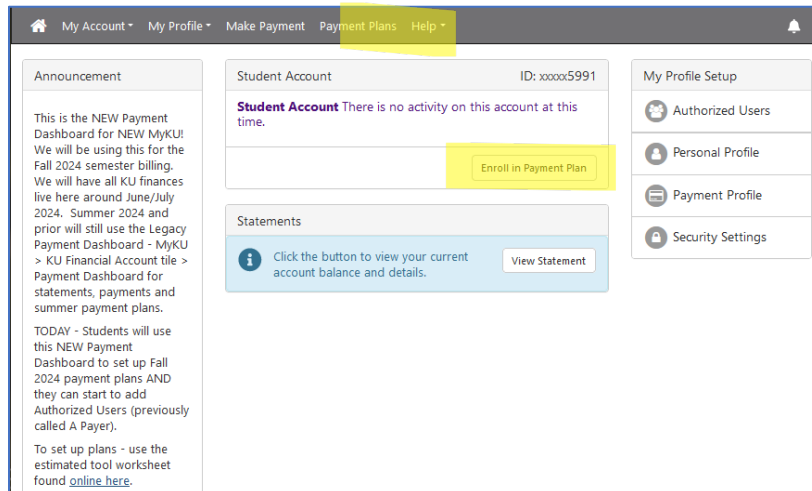


Setting up an ERD Payment Plan in [MyKU](#)

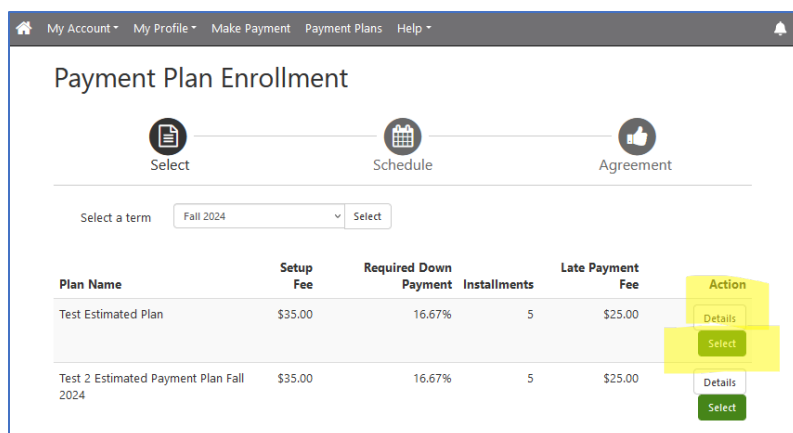
Navigate to [MyKU](#) > **Student Accounts card** > **Payment Dashboard** > **Payment Plans**

The **Payment Dashboard** will open.

1. Determine the amount you owe for the term you want the ERD plan for.
 - a. Make a Payment > Pay By Term > locate the term and write down the amount.
2. Select Enroll in Payment Plan OR click Payment Plans in top menu bar.



Select the Term from the drop-down menu and click Select.



Available payment plans will be displayed (typically there will be 2 plans per term/session). Select ERD.

Click **Details** to see more information about the plan such as number of payments and more.

Click **Select** to proceed with setting up the payment plan.

3. **Enter the Payment Plan Balance** - Enter the amount you owe for the current term you want the ERD Payment Plan to be; What you wrote down in step 1.

4. **Click Update Schedule (twice).**

*NOTE – The total balance due to KU is what shows below, not just the term you selected. If you didn't get the term amount in step 1, do this now.

Payment Dashboard > Make a Payment > Pay by Term > this will show what you owe by term

*Leave the Down payment box empty.

Payment Plan Enrollment

Select

Schedule

Agreement

Winter 2026 ERD Request & Plan

Plan Description

Use this selection to make your Employer Reimbursement Deferment down payment and defer your remaining balance to a due date of February 27, 2026.

By making this down payment - you agree to pay the balance of the charges, regardless of reimbursement by employer, on or before February 27, 2026. Should you not pay the installment amount by this date, your automatic payment will attempt to clear your account on March 1, 2026.

Show More

Balance

Balance: **\$3,577.60**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Payment Plan Balance	0.00	
Balance:		0.00
Optional down payment	0.00	

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$3,577.60**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	3/1/26	0.00
Total of installments:		0.00

BackCancel

5. Review the information is correct and what you expected.

Balance

Balance: **\$3,577.60**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Payment Plan Balance	2,006.30	
Balance:		2,006.30
Required down payment	441.39	
Additional down payment	0.00	

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$1,571.30**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	3/1/26	1,564.91
Total of installments:		1,564.91

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Down payment	Due now	0.00	441.39
Total amount paid:			0.00
Total due now:			441.39

BackCancelContinue

Automatic payment is required. This means that if you don't log in and pay the deferred balance BY the due date, the payment method used today will be used for the remaining balance ON the due date.

6. Select how you want to pay your first payment (required to finalize the plan and may be used for final payment).
- **Credit Cards** are handled via PayPath and will assess a 3.00% service fee for domestic cards and 4.5% for international cards.
- **Electronic checks** are free, unless returned for any reason (checking or savings account)
 - Please be prepared with your bank routing number and bank account number.

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

• You must pay the plan fees before enrollment can be processed.
• All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
• You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$535.10
Method: Select Method

*Card payments are handled via PayPath payment service.

Electronic Check - Payment Method: Electronic Check (checking/savings)

Back Cancel Continue

Prior to making the actual payment, agree to the **Payment Plan Agreement** and click Continue.

- You will need to *scroll through the agreement* before you can click the “I agree” box.

Payment Plan Agreement

Current Charges	Due Date	Amount
Setup fee	Due Now	\$35.00
Down payment	Due Now	\$500.10
Total due now:		\$535.10

Payment Plan Agreement

In this Payment Plan Agreement ("Agreement"), the words "I" and "my" means the student, parent, or other person who has entered into this Agreement. The words "you" and "yours" means the School.

PROMISE TO PAY: I, [REDACTED], promise to pay Kutztown University of PA the principal balance according to the payment schedule, each as identified above. I understand that I have scheduled my 5 installment payments and these payments will automatically be processed on the due date specified for each installment.

PREPAYMENT: I may prepay this Agreement at any time in any amount without penalty. The prepaid finance charge will be fully earned at origination of the Agreement and will not be subject to refund upon any prepayment.

LATE CHARGE: I understand that a \$25.00 late fee will be charged for missed installment payments.

DEFAULT: I will be in default under this Agreement if I fail to make a payment when scheduled. If I am a California resident, I will be in default if I am more than ninety (90) days late on any installment.

RIGHTS UPON DEFAULT: If I default and after the School sends me any notice and opportunity to cure required by law, and I fail to cure, the School may at the School's option, do any or all of the following, to the extent permitted by applicable law: (1) accelerate my balance and require me to immediately pay the entire unpaid balance and/or undertake any other action as permitted by applicable law, (2) refuse subsequent registration for any classes and/or drop current classes, and (3) deny future enrollment in any payment plan.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

This agreement is dated 03/27/2024 18:04:29 PM EDT.
For fraud detection purposes, your internet address has been logged:
156.12.52.101 at 03/27/2024 18:04:29 PM EDT

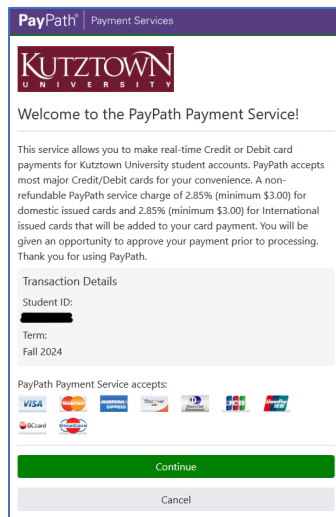
To revoke this payment plan agreement you must contact studentaccounts@kutztown.edu.
Print and retain a copy of this agreement.
Please check the box below to agree to the payment plan agreement.

☒ I agree to the payment plan agreement.

Print Agreement Change Payment Method Cancel Continue

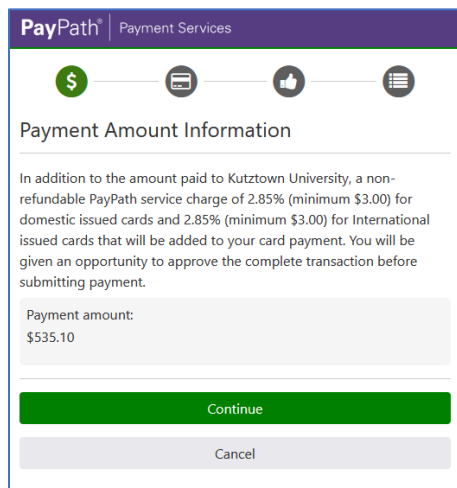
If you selected Card Card via PayPath:

1. A pop-up window will appear for PayPath – note the service fee (3.0% or 4.5%)



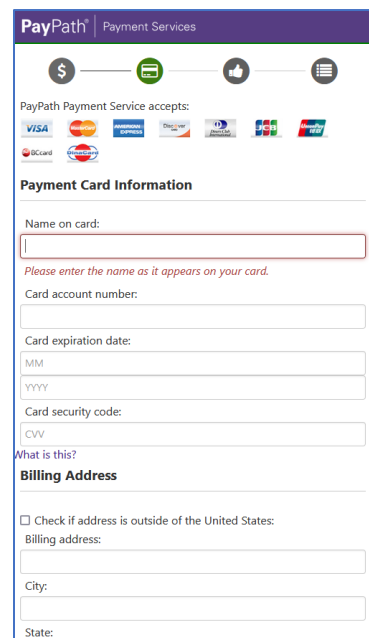
The screenshot shows the PayPath welcome screen. At the top, it says "PayPath Payment Services" and "KUTZTOWN UNIVERSITY". Below that, it says "Welcome to the PayPath Payment Service!". A paragraph explains the service: "This service allows you to make real-time Credit or Debit card payments for Kutztown University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) for domestic issued cards and 2.85% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath." Below this is a "Transaction Details" section with "Student ID:" followed by a redacted ID and "Term: Fall 2024". At the bottom, it says "PayPath Payment Service accepts:" followed by logos for Visa, Mastercard, American Express, Discover, and iCard. There are two buttons at the bottom: a green "Continue" button and a grey "Cancel" button.

2. Click Continue
3. Payment Amount Information– note the service fee 3.0% or 4.5%)
 - a. Click Continue



The screenshot shows the "Payment Amount Information" screen. At the top, it says "PayPath Payment Services". Below that is a progress bar with four icons: a dollar sign, a card, a thumbs up, and a list. The title "Payment Amount Information" is followed by a paragraph: "In addition to the amount paid to Kutztown University, a non-refundable PayPath service charge of 2.85% (minimum \$3.00) for domestic issued cards and 2.85% (minimum \$3.00) for International issued cards that will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment." Below this is a "Payment amount:" section showing "\$535.10". At the bottom, there are two buttons: a green "Continue" button and a grey "Cancel" button.

4. Enter your payment information and click Continue.



The screenshot shows the "Payment Card Information" screen. At the top, it says "PayPath Payment Services". Below that is a progress bar with four icons: a dollar sign, a card, a thumbs up, and a list. Below the progress bar, it says "PayPath Payment Service accepts:" followed by logos for Visa, Mastercard, American Express, Discover, and iCard. The title "Payment Card Information" is followed by a "Name on card:" label and a text input field. Below that is a red note: "Please enter the name as it appears on your card." Then, there are labels and input fields for "Card account number:", "Card expiration date:" (with MM and YYYY sub-labels), and "Card security code:" (with CVV sub-label). Below these is a "What is this?" section with the title "Billing Address". It includes a checkbox labeled "Check if address is outside of the United States:" and input fields for "Billing address:", "City:", and "State:".

5. Verify the information entered is correct, Agree to the Terms and Conditions and click Submit Payment.
 - a. An approval screen will appear, and you will receive a confirmation email as well.

If you selected Electronic Check:

1. Enter your payer information – be careful selecting Checking or Savings as well as entering your bank information slowly and carefully. Click Continue.

Payment Plan Enrollment

Select

Schedule

Payment

Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$535.10
Method: Electronic Check (checking/savings)
*Card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

Select State

*Postal Code:

*Save payment method as:

(example My Checking)

Back

Cancel

Continue

Electronic Check - Payments can be made from a personal checking or savings account.

2. The Payment Plan Agreement should be accepted if not already done.
3. Review the payment information, click the I agree to the terms and conditions box. Click Continue to process the payment request.

Payment Plan Enrollment

Select

Schedule

Payment

Plan Agreement

Agreement

ACH Payment Agreement

I hereby authorize Kutztown University of PA to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name:	Mickey Mouse
Address:	123 Main St. Kutztown PA 19530
Depository:	COMMERCE BANK ACH DEPT. KANSAS CITY, MO 641416248
Routing Number:	101000019
Account Number:	xxx456
Setup fee:	\$35.00
Down payment:	\$500.10
Installments:	Installment 1 in the amount of \$499.98 due on 6/5/24 Installment 2 in the amount of \$499.98 due on 7/5/24 Installment 3 in the amount of \$499.98 due on 8/5/24 Installment 4 in the amount of \$499.98 due on 9/5/24 Installment 5 in the amount of \$499.98 due on 10/5/24

This agreement is dated 03/27/2024 18:07:17 PM EDT.
For fraud detection purposes, your internet address has been logged: 156.12.52.101 at 03/27/2024 18:07:17 PM EDT
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.
To revoke this authorization agreement you must contact: studentaccounts@kutztown.edu
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

☐ I agree to the above terms and conditions.

Back

Cancel

Print Agreement

Continue

An approval screen will appear, and you will receive a confirmation email as well.

Payment Receipt

- Your new ACH payment method has been saved.
- You have successfully enrolled in Test 2 Estimated Payment Plan Fall 2024 and your payment has been received. Thank you.

Payment Confirmation

Payment date: 3/27/24
Payment time: 18:08:40

Name on Bank Account: Mickey Mouse
Bank Account Type: Checking
Account number: xxx456
Student name: [REDACTED]
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248

Name of Payee: Kutztown University of PA
PO Box 730
Kutztown, PA 19530
Setup fee: \$35.00
Down payment: \$500.10
Amount paid: \$535.10
Confirmation number: 6

Please print this page for your records.

Print

The payment plan is set up - Click Home icon in the top menu bar. The payment plan details now show on the Payment Dashboard home screen, including the remaining payments and due dates.

**ERD plans will only show one amount with the deferred due date.*

NOTE: If the deferred amount is not paid BY the due date – the payment method used for the down payment will be used to cover the remaining amount due ON the Due Date.

[My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Announcement

This is the NEW Payment Dashboard for NEW MyKU! We will be using this for the Fall 2024 semester billing. We will have all KU finances live here around June/July 2024. Summer 2024 and prior will still use the Legacy Payment Dashboard - MyKU > KU Financial Account tile > Payment Dashboard for statements, payments and summer payment plans.

TODAY - Students will use this NEW Payment Dashboard to set up Fall 2024 payment plans AND they can start to add Authorized Users (previously called A Payer).

To set up plans - use the estimated tool worksheet found online here.

Student Account

ID: xxxxx5991

Balance \$0.00

[Enroll in Payment Plan](#)

Payment Plans

Test 2 Estimated Payment Plan Fall 2024 \$2,499.90

[Pay Next Installment](#)

Scheduled installments	Date	Payer	Method	Status	Amount
> Installment 1 of 5	6/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 2 of 5	7/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 3 of 5	8/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 4 of 5	9/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98
> Installment 5 of 5	10/5/24	[REDACTED]	Mickey Checking	Scheduled	\$499.98

[Update All Methods](#)

Balance Not Included in Plan \$0.00

Statements

[Click the button to view your current account balance and details.](#) [View Statement](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Security Settings](#)