



Enroll in Employee Tuition Reimbursement Deferred Plan

Our online ETR deferred plan makes it easy to pay for tuition. You can learn more at [Student Accounts – Employee Tuition Reimbursement](#) or follow the instructions below to enroll in a deferred plan!

ETR Deferred Plan Enrollment Step-by-Step Instructions:

Now that the ETR Deferred Plan term is open, follow the instructions below:

1. Log into your Saint Peter's University self service account:
<https://selfsvc.saintpeters.edu/Student/Finance>
2. Click **Student Finance** tab, then **Make A Payment** and Continue to Payment Center
3. Click the **Payment Plans** tab
 - i. Click **Enroll Now**
 - ii. Select the **Term**, review and select an available plan
- b. Click **Continue**
- c. You will see a summary of charges and credits that are eligible for the plan
- d. Click **Display Payment Schedule**. Payment amounts and due dates will display
- e. Click **Continue**
4. In the Payment Method list, select the preferred payment method. Options are:
 - ✓ New Electronic Check
 - ✓ Credit or debit card
 - ✓ Previously stored information.

If scheduled payments are required, the \$35.00 enrollment fee will be charged immediately, and monthly payments will automatically post on the due dates.

5. Read the [Payment Plan Agreement](#)
6. Click **I Agree**
7. Click **Continue**
8. Read the [ACH agreement](#) and click the, **“I agree to the above terms and conditions”** box
 - a. Click **Continue**

Additional charges, adjustments or payments on the student account that occur after enrollment in a payment plan may result in an adjustment to your plan. If this occurs, an email will be sent explaining the effect on the payment plan amounts.

Making a One-Time Payment on a Student Account

1. Log into Saint Peter's University self service account:
<https://selfsvc.saintpeters.edu/Student/Finance>
2. On the My Account tab, click *Make a Payment*.
3. View your current balance, and click *Make a Payment*
4. Click the checkbox beside the term for which you are paying; enter the payment amount. Click **Continue**.

5. Select the payment method (***electronic check or credit card plus Paypath service fee 2.95% or \$3.00 whichever is higher***) click **Select**. Follow the prompts to enter your account info and process the payment.

Student and Staff

Authorized User

Login for parents or others who have been granted access.

Email:

Password:

Forgot Password Login

Access to this site is restricted to authorized users.

STUDENTS

DO NOT log in using this page. Please access the payment system via [SPIRIT Online](#).

1. Log in to [SPIRIT Online](#).
2. Select the **Make a Payment** quick link.
3. **OPTIONAL:** To authorize other users to see your Saint Peter's University financial data, choose **Authorized Users** from the options on the right side of the screen.

AUTHORIZED USERS

After a student grants access to a student account, you will receive an email with login credential information. Follow the directions in the email.

For assistance, contact the Student Accounts Office at 201-761-7440 or Studentaccounts@saintpeters.edu

Payment Plans Support Team contact number: 833-269-3675

Students and their authorized users can call this dedicated phone line for further assistance during payment plan enrollment, management, as well as for any support needed throughout the semester.

How to sign up for Payment Plans - Parent or Authorized Users

Students can grant parents or other payers' access by setting them up as an Authorized User following the steps below. Authorized users may view student account activity, make payments, and set up payment plans.

1. Log into the Student Payment Center
https://secure.touchnet.net/C20563_tsa/web/login
2. Click the Authorized Users link in the **My Account** menu.
3. Click **Add Authorized User** near the bottom of the window.
 - a. Enter the email address of your authorized user.
 - b. An automated email including a link, username and temporary password will be sent. Your authorized user will use this information to log in and set up his/her profile.
 - c. After set up, all authorized users making tuition payments on your behalf will access the system directly through the dedicated Authorized User access:
https://secure.touchnet.net/C20563_tsa/web/login.jsp

Please be aware that parents or authorized users will not have access to invoices or payment options until they are added to your account. Authorized users will not be able to view any other student information from this access.

Separate Authorized Users

If a student has two parents who would each like to pay separately on a plan, it is suggested that the **student** sign up for the plan initially and then give access to each parent as an authorized user. Each parent will pay his or her agreed upon portion of the plan each month.

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