



How do I...?

**Enroll in a Semester
Payment Plan, as a Student**



Why Enroll in a Semester Payment Plan?

A student's balance must be resolved before each semester begins, either by paying in full or enrolling in a semester payment plan. A payment plan is an option that allows you to pay your student balance in equal installment payments during the semester, rather than all at once. It is a budget-friendly option that may help reduce or eliminate the need for student loans.

Authorized Users may also enroll their student in a payment plan, they should use their Authorized User login credentials which take them directly to TouchNet and they can follow the slides shown here for the information

Click on the link
labeled **“RavenZone”** in
the upper right corner


BENEDICTINE
COLLEGE
RAVENS RESPECT LIFE

BENEDICTINE COLLEGE: WHERE GREATNESS BEGINS

Learn how our mission launches students who are transforming the world through intellectual, personal, and spiritual greatness.












Enter your Benedictine Email as well as your password

The Self-Service Screen will appear. Click on the "Student Finance" tab, which will take you to the Payment Center.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	 Course Catalog Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Academic Attendance Here you can view your attendances by term.	 National Clearinghouse Here you can view enrollment information, transcripts, loan information held by Clearinghouse.
 Financial Management Here you can view the financial health of your cost centers and your projects.	

Once you are in the "Student Finance" tab, you will have the option to make payments on your account. To do so, click on the "Make a Payment" link on the right-hand side.



The screenshot shows a web interface for an account summary. A large red arrow originates from the 'Total Amount Due' row and points to the 'Make a Payment' link, which is circled in red. Below the table are several red hyperlinks for account activity.

Account Summary	
View a summary of your account	
Account Overview	
Amount Overdue	\$0.00
Total Amount Due	Make a Payment
Total Account Balance	\$0.00 Account Activity
2022 Fall	\$0.00
2022 Summer Term	\$0.00
2022 Spring	\$0.00
2016 A.R. Data Migration	\$0.00

Make a Payment

Use this page to make a payment on your account

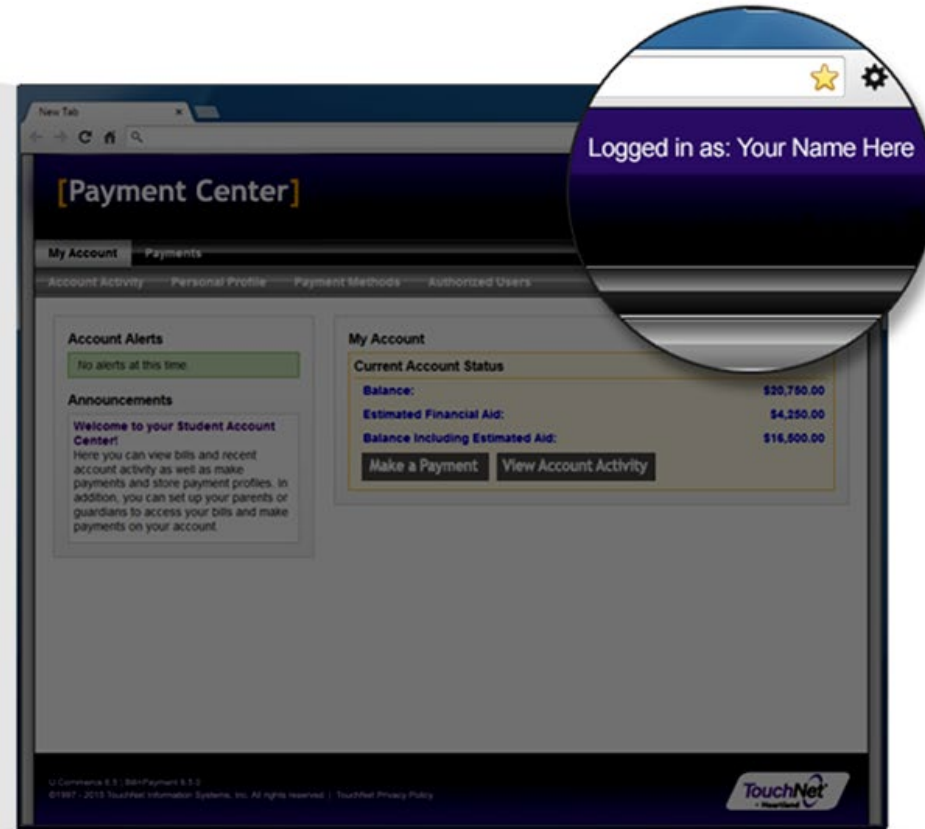
You are moving to the...

Secure Payment Center

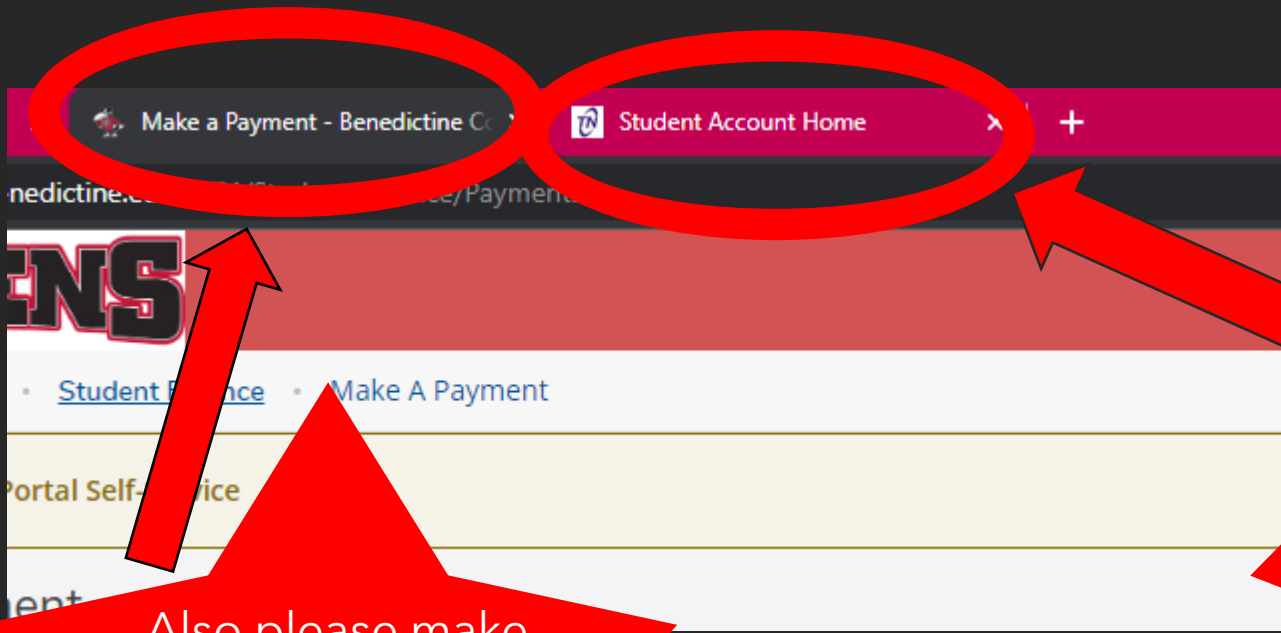
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

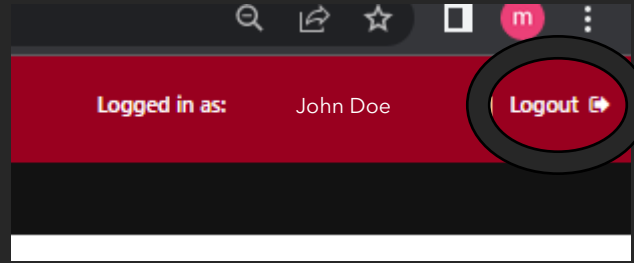


Once you click make a payment, you will be informed of a new Secure Payment Center Page that will be opening up. Click "Continue to Payment Center" to continue.



Once the "Continue to Payment Center" button is clicked on previous screen, a new internet browser tab will be created. -
NOTE- Please make sure that once you are done with your payment in this tab, that you go to upper right-hand corner and log out.

Also please make sure to log out of your "Make a Payment-Benedictine" tab as well



Click Here or Here

The screenshot shows the Benedictine College Student Payment Center interface. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Payment Plans' menu item is circled in red. A large red arrow points from the top of the page down to the 'Enroll in Payment Plan' button in the 'Student Account' section. Another red arrow points from the top right towards the 'View Real Time Statement' button in the 'Statements' section. The 'Student Account' section displays a balance of \$265.00 and includes buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Statements' section includes a 'View Real Time Statement' button and a 'View Statements' button. The 'My Profile Setup' sidebar on the right lists various settings like 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. The 'Term Balances' section shows a balance of \$265.00 for Spring 2022.

BENEDICTINE COLLEGE Logged in as: Logout

My Account Make Payment **Payment Plans** Deposits Refunds Help

Announcement
Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also add additional users to access your account information, make payments, and view your current account activity.

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

View Account: Student Account: \$265.00 View

Student Account ID: : Balance \$265.00
View Activity **Enroll in Payment Plan** Make Payment

Statements
Click the button to view your current account balance and details. View Real Time Statement
Your latest eBill Statement (3/9/22) Statement : \$265.00 View Statements

My Profile Setup
Authorized Users
Personal Profile
Payment Profile
Security Settings
Consents and Agreements
Electronic Refunds


Term Balances
Spring 2022 \$265.00

Click "Enroll Now"



Payment Plans

[Manage Plans](#) [Plan History](#)

 You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll. [Enroll Now](#)

BENEDICTINE COLLEGE Logged in as: | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Spring 2022 Select

Select Term

BENEDICTINE COLLEGE Logged in as | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Spring 2022 Select

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
<u>2022 Spring (5 Payment Plan)</u>	\$55.00	5	\$25.00	Details Select
<u>2022 Spring (4 Payment Plan)</u>	\$55.00	4	\$25.00	Details Select

Select which plan works best for you for you this semester. An enrollment fee is charged each semester for the plan. You can either choose the 4-month or the 5-month plan.

Payments are due on the **15th** of the month.
Late payment fees are applied on the **25th** of the month.

Payment Plan Enrollment



Select



Schedule



Agreement

2022 Spring (5 Payment Plan)

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

This is a five month, no interest, semester payment plan. There is a \$55 non-refundable application fee. [Enrollment in this plan is only valid for the 2022 Spring semester.](#) Payments are due on the 15th of the month December through April.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Financial Aid-Endowed		984.00
Tuition	16,375.00	
Room and Board	5,590.00	
Financial Aid		8,500.00
Payment plan setup fee	55.00	
	Balance: 12,536.00	

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 \$0.00

Description	Due Date	Amount(\$)
Installment 1	12/15/21	2,507.20
Installment 2	1/15/22	2,507.20
Installment 3	2/15/22	2,507.20
Installment 4	3/15/22	2,507.20
Installment 5	4/15/22	2,507.20

Total of installments: 12,536.00

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back

Cancel

Continue

Automatic Payments are optional. Please choose one of the options shown. If you want to schedule **Automatic Payments**, select **Yes**. You will need to save a **Payment Method**, and a reminder notification will be sent the **12th** of the month, three days before the payment is deducted from the **Payment Method** you selected.

If you **DO NOT** want **Automatic Payments**, select **No**. You will need to log back in and submit the payments manually each month. A reminder notification will be sent the **10th** of the month, five days before the installment payment is due.

If you select Automatic Payments, you will need to add and save the Payment Method.

BENEDICTINE COLLEGE

My Account Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Payment Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

Back Cancel **Continue**

*Credit card payments are handled through PayPath®, a tuition payment service.

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

Select your Payment Method, and click Continue

On this page, you will click on "Select Method", and choose either "Credit Card" or "Electronic Check". The next several slides will show how to input payment information for each method of payment.

The screenshot displays the Benedictine College Account Payment interface. At the top, the Benedictine College logo is visible on the left, and 'Logged in as' with a 'Logout' link is on the right. A navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main heading is 'Account Payment'. Below this is a progress indicator with four steps: 'Amount' (selected), 'Method', 'Confirmation', and 'Receipt'. The 'Amount' field shows '\$0.05'. The 'Method' dropdown menu is open, listing 'Select Method', 'Credit Card', 'Credit Card via PayPath', and 'Electronic Check (checking/savings)'. To the right of the dropdown are 'Back', 'Cancel', and 'Continue' buttons. A note below the dropdown states: '*Credit card payments are... A non-refundable service fee will be added to your payment.' At the bottom, a note reads: 'Electronic Check - Payments can be made from a personal checking or savings account.'

Please Note:

If you use a credit/debit card, there is a service fee (minimum \$3.00) on each transaction.

***If you use an electronic check, there is no additional fee, but please note, electronic checks may take 3-5 business days to be deducted from your bank account.**

Electronic Check

Comes from your

**Checking
or
Savings**





Amount



Method



Confirmation



Receipt

Amount \$0.05

Method Electronic Check (checking/savings)

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:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

Option to Save

Save this payment method for future use

Save payment method as:

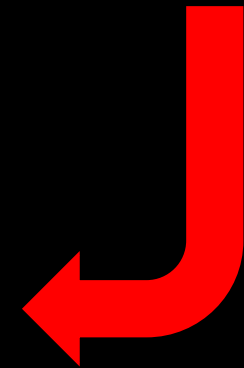
Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to [Security Settings](#) in My Profile to enroll.

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

If Electronic Check is selected it will ask you to fill out everything with the *Asterisk* next to it.

Select "Continue"



ACH Payment Agreement

I hereby authorize **Benedictine College** 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 **\$30.00** return fee will be added to my student account.

Name: **Rocky Raven**
Address: 1020 N 2nd St
Atchison KS 66002
Depository: COMMERCE BANK
ACH DEPT.
KANSAS CITY, MO 641416248
Routing Number:
Account Number:
Debit Amount: \$1.00

This agreement is dated 11/04/2021 09:36:18 AM CDT.

For fraud detection purposes, your internet address has been logged: at 11/04/2021 09:36:18 AM CDT

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: bcbusinessoffice@benedictine.edu

I agree to the above terms and conditions. ([Print Agreement](#))

Cancel

Continue

Make sure to click the "I agree" button on the left-hand side of the pop-up window. Then the "Continue" button on the bottom right side.

Payment Method



Amount



Method



Confirmation



Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information

Payment Date

11/4/21



Term	Account	Amount
Spring 2021	Student Account	\$1.00

Total Payment Amount **\$1.00**

Change Amount

Paid To

Benedictine College
1020 N. 2nd St
Atchison, KS 66002

Confirmation Email

@ravens.benedictine.edu (Primary)

Selected Payment Method

Account: WEBCHECK - "Rocky's
Checking"
Billing Address: Rocky Raven
1020 N 2nd St
Atchison, KS 66002

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

Back

Cancel

Submit Payment

This screen will show asking you to review your information. Then select "Submit Payment".

Account Payment

Your new ACH payment method has been saved.



Amount



Method



Confirmation



Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to gibs3209@ravens.benedictine.edu. To view all payments, go to My Account > Payment History.

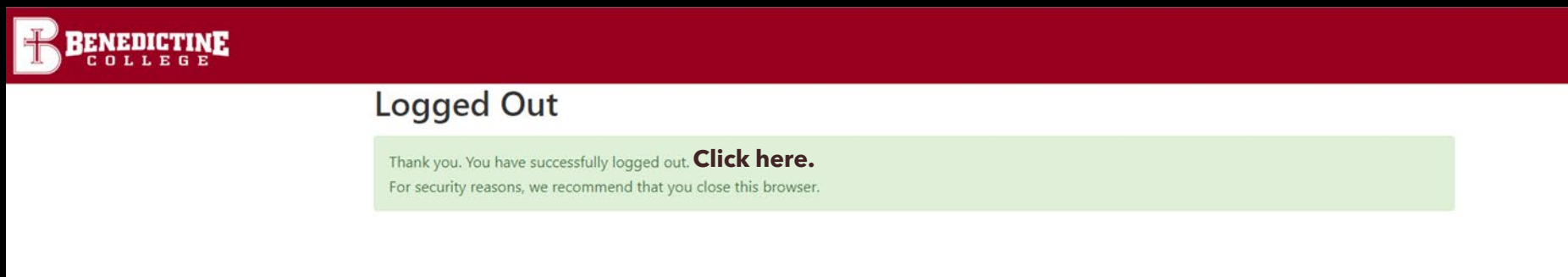
Payment date:	11/4/21	Paid to:	Benedictine College 1020 N. 2nd St Atchison, KS 66002 UNITED STATES
Amount paid:	\$1.00		
Student name:		Account number:	
		Name on account:	Rocky Raven
		Account Type:	Checking

Print

A confirmation page will appear. If you choose to save your payment method (which was optional), you will see the yellow banner at the very top of the page which will let you know your payment method was saved. The green banner in the middle of the page, lets you know the payment was successful, as well as which email the electronic receipt was sent to. There is also an option to print the receipt using the button in the bottom right corner of the screen.

! IMPORTANT RAVENZONE SECURITY TIP !

Do make sure that once you are finished with everything that you click "Logout" in the upper right-hand corner and close the browser completely to ensure that you have logged out of everything for security reasons.



When logging out of TouchNet, this screen pops up. Students must select the "click here" in bold to close out of TouchNet, which signs them out of TouchNet, but still leaves their RavenZone Self Service browser tab still logged in and active. Students must then select the "Make a Payment" tab and select "Sign out" in the upper right-hand corner to fully log out of RavenZone.

Credit Card via PayPath

Comes from your

Credit Card

or

Debit Card



Announcement

Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

View Account: Student Account: \$215.00

Student Account

ID:

Balance

\$215.00

Statements



Click the button to view your current account balance and statement.

Your latest eBill Statement (1/12/22) Statement : \$215.00

Click "Make Payment"

My Profile Setup

[Personal Profile](#)[Payment Profile](#)[Security Settings](#)

Term Balances

Spring 2022

\$215.00

Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

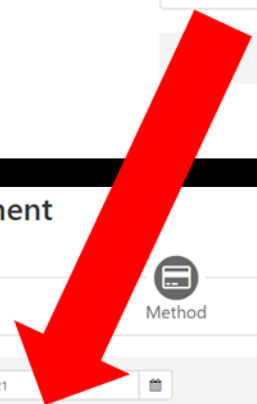
Select Payment Option

Current Account Balance
\$196.95

Pay By Term
Select which semester terms to pay

Payment Total \$0.00

Continue



Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

Select Payment Option

Current Account Balance
\$196.95

Pay By Term
Select which semester terms to pay

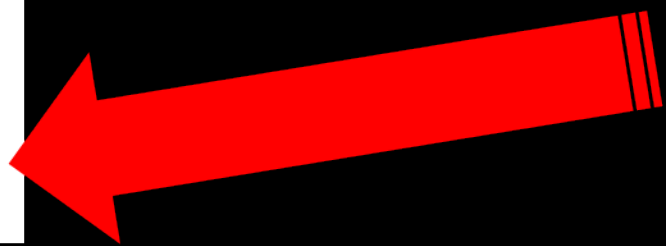
Current Account Balance

Enter payment amount(s) for semester term:

Student Account | \$196.95

Payment Total \$0.00

Continue



Select "Current Account Balance" and type in the amount you would like to pay, then click the green box in the bottom right corner labeled "Continue". You may pay a different amount than what is displayed.

On this page, you will click on "Select Method", and choose either "Credit Card" or "Electronic Check". The next several slides will show how to input payment information for each method of payment.

The screenshot displays the Benedictine College Account Payment interface. At the top, the Benedictine College logo is visible on the left, and a 'Logout' link is on the right. A navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', 'Help', and 'My Profile'. The main heading is 'Account Payment'. Below this is a progress indicator with four steps: 'Amount' (marked with a dollar sign), 'Method' (marked with a card icon), 'Confirmation' (marked with a thumbs-up icon), and 'Receipt' (marked with a receipt icon). The 'Amount' field is set to '\$0.05'. The 'Method' dropdown menu is open, showing 'Select Method' at the top, 'Credit Card' (with a sub-option 'Credit Card via PayPath'), and 'Other Payment Methods' (with a sub-option 'Electronic Check (checking/savings)'). To the right of the dropdown are 'Back', 'Cancel', and 'Continue' buttons. A note below the dropdown states: '*Credit card payments are subject to a non-refundable service fee. A non-refundable service fee will be added to your payment.' Below this, it says 'Electronic Check - Payments can be made from a personal checking or savings account.'

If you use a credit/debit card, there is a service fee with a minimum of \$3.00 on each transaction.

***If you use an electronic check, there is no additional fee. Please note, electronic checks may take 3-5 business days to be deducted from your bank account.**

Account Payment



Amount



Method



Confirmation



Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Payment Date

3/15/22



Term	Account	Amount
Spring 2022	Student Account	\$265.00

Total Payment Amount

\$265.00

Change Amount

Paid To

Benedictine College
Business Office
1020 N 2nd St
Atchison, KS 66002

Confirmation Email

@benedictine.edu (Primary)

Selected Payment Method

Account:

TOUCHNET PAYPATH

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).


Back

Cancel

Continue to PayPath

If Credit Card is selected, you will want to select the **green** button in the bottom right corner labeled **"Continue to PayPath"**.

This takes you to PayPath Payment Service, which is the process used for submitting a credit or debit card payment. **Note there is a fee with a minimum of \$3.00 for each transaction.**




Welcome to the PayPath Payment Service!

This service allows you to make credit or debit card payments for Benedictine College student accounts. A non-refundable PayPath Payment Service fee with a minimum of \$3.00, for each transaction, it will be added to each payment made and this fee is not refundable under any circumstance.

Transaction Details		
Student ID	Term to credit	Amount
Student Account	2022SP	\$265.00

PayPath Payment Service accepts:



Amount Payment Confirmation Receipt

Payment Amount Information

In addition to the amount paid to Benedictine College, a non-refundable PayPath Payment Service fee minimum of \$3.00, for each transaction will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:	\$265.00
-----------------	----------

PayPath Payment Service accepts:



Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date:

MM

YYYY

Card security code:

CVV

What is this?

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Kansas (KS) ▼

Zip code:

Email address:

Confirm email address:

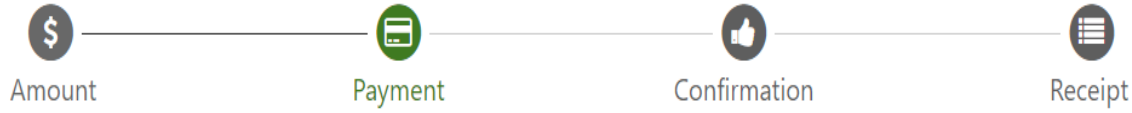
Phone number: (optional)

Cancel

Continue

The 3rd page is where you will put in all your Credit Card Information.

Once the information is entered, you will then click on the green button in the bottom right corner of the page labeled "Continue"



Payment Card Information

PayPath Payment Service accepts:



Debit Card Notification

PLEASE NOTE: Your card number indicates that you are using a debit card. You can avoid paying a service fee if you authorize a one-time payment directly from your bank account. To do so, return to your campus bill payment page and select ACH/electronic check as your payment method.

agree to proceed with my debit card.

Change Information Cancel **Continue**

If you have changed your mind and do not want to pay with a credit or debit card, select the "Cancel" button.

You will be brought to another screen, there you will check the "I agree to proceed with my debit card" button on the left-hand side and click the green "Continue" button on the right-hand side.

Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to Benedictine College:	\$265.00
PayPath Payment Service Fee	\$7.55
Total payment amount:	\$272.55
School name:	Benedictine College
Payer name:	
Billing address:	
City:	
State:	
Zip code:	
Email address:	
Phone number:	
Card account number:	
Browser internet address:	
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 15520 COLLEGE BLVD. LENEXA, KS 66219 UNITED STATES

Note where the Service Fee amount displays

Terms and Conditions

The next screen will show you the information you entered and the fees associated, check the "I agree to the terms and conditions" button. Then click the green "Submit Payment" button.

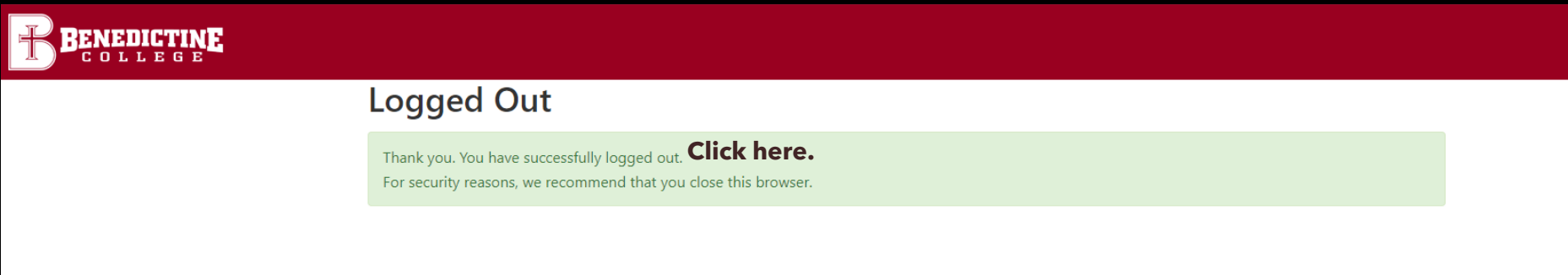
I hereby authorize charges totaling \$272.55 via my credit/debit card. I understand that a PayPath Payment service fee of \$7.55 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Change Information Cancel **Submit Payment**

! IMPORTANT RAVENZONE SECURITY TIP !

Do make sure that once you are finished with everything that you click "Logout" in the upper right-hand corner and close the browser completely to ensure that you have logged out of everything for security reasons.



When logging out of TouchNet, this screen pops up. Students must select the "click here" in bold to close out of TouchNet, which signs them out of TouchNet, but still leaves their RavenZone Self Service browser tab still logged in and active. Students must then select the "Make a Payment" tab and select "Sign out" in the upper right-hand corner to fully log out of RavenZone.

Benedictine College Business Office

Cray Seaberg Top Floor

Office hours: Monday-Friday:

8:30 a.m.- 4:30 p.m.

bcbusinessoffice@benedictine.edu

913.360.7403

