

Paying Your Foothill – De Anza Bill

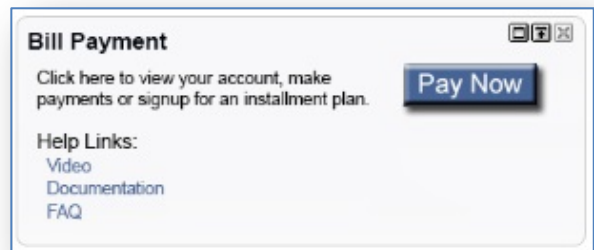
INTRODUCTION

Foothill & De Anza College students are required to pay their account balance when they register for classes. To make it easy, there is a "Pay Now" button on the Registration tab in MyPortal under Bill Payment and when you register for a class. Now you can access your student account 24 hours a day and use the following services:

- Online payments
- Enrollment in payment plans
- Printable statements
- View account activity
- Information regarding billing and payments

We have created this guide to assist students and parents with the billing and payment process at Foothill & De Anza Colleges by providing information on how to:

- Understand payment plan options
- Navigate the online Bill Payment



PAYMENT PLANS

All students must decide how they will pay their charges for the current quarter. There are two options: either pay their balance in full (Option 1) or enrolling in a monthly payment plan (Option 2).

OPTION 1: Payment in Full

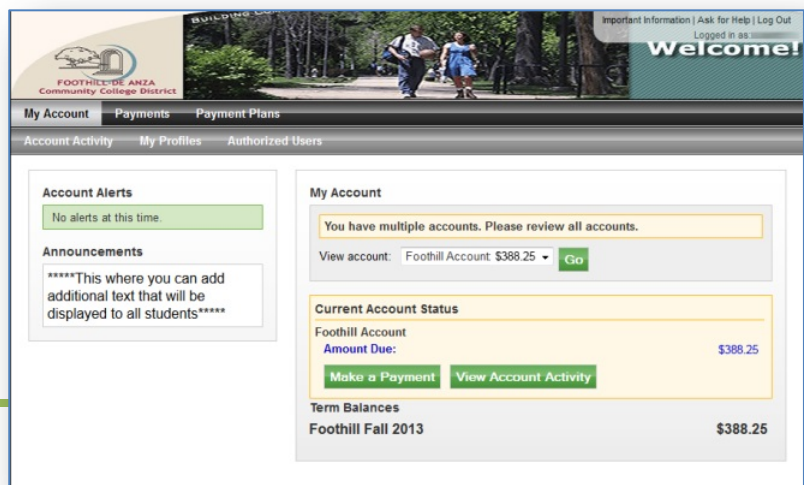
Pay the balance on your account in full when you register for classes.

OPTION 2: Monthly Payments (with Quarter Enrollment Fee)

- Make three interest-free payments during the quarter. If you choose this option, an enrollment fee of \$25 will be billed to your account.
- Your balance due will be divided by three. The first third is due as a down-payment when you enroll in the plan. The remaining balance will be divided into two equal payments that will be due at the end of the fourth and eighth week of the quarter respectively.
- As you add or drop classes the balance due and periodic payments will be adjusted.
- Only students in good standing and with a balance of \$50.00 or more for the current quarter are eligible to enroll in an installment plan.

NAVIGATE THE ONLINE BILL PAYMENT

On the Registration tab in MyPortal, students will find a channel titled Bill Payment. Clicking the "Pay Now" button will take the student to his/her account.



Students can also access their account by clicking the “Pay Now” button that appears when registering for classes.

There are three primary tabs:

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- **My Account** – which allows the student to view “Account Activity” by quarter, add and/or view “Payment Methods” and add/edit/delete “Authorized Users” who can view and make payments on the account.
- **Payments** – which allows the student to make payments, view scheduled payments and their payment history.
- **Payment Plans** – which allows students and their authorized user to enroll in a payment plan and view the details of any plan they are or were enrolled in in the past.

IMPORTANT INFORMATION

Method of Payment

You may make payment online through the “Bill Payment System”, or in person at the Cashier’s Window at either campus. Available methods of payments include, cash, check, cashier’s check, money order, traveler’s check, local debit cards, electronic check and credit card. Payment methods can be saved and used for future payments. Note: electronic checks are only available for personal checking and savings accounts.

Online Access for Students

Initially, a student is the only person authorized to view his or her student account. Parents, guardians, and other third parties can only gain independent access to this information by being designated as an “authorized user” by the student.

Authorized Users

The student must complete the following steps to establish access for each authorized users:

- Access Bill Payment via Registration Tab in MyPortal
- Select “Authorized Users” under the My Account tab
- Establish Authorized Users: To designate an authorized user for your student account, you must enter an email addresses for authorized user. The authorized user will receive a password and access instructions via email. Once access has been established for authorized users, they will access the student account independently, not through MyPortal.

ENROLL IN A PAYMENT PLAN

Click the “Payment Plans” tab to enroll in a payment plan or view your current plan and payment schedule. Unless you pay your bill in full, you must enroll in a monthly payment plan. Only students in good standing and with a balance for the current quarter of \$50 or more will be offered a payment plan. Students will be charged a \$25 quarterly enrollment fee plus a down payment of one third of their quarterly balance which must be paid at the time they enroll in a plan.

Students taking classes at both Foothill and De Anza Colleges will be required to select a separate plan for each college with separate enrollment fees.

For more detailed instructions, please view the video and FAQ. There are links on the Registration tab in MyPortal.