Tuition Payment Plan

(TPP) Guide 2019-2020
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TUITION PAYMENT PLAN (TPP)

How to Enroll in the Tuition Payment Plan

Log onto SpartanWeb at spartanweb.ut.edu using your Spartan ID Number and Password

Under Useful links select **Review/ Pay Bill/ 1098-T Info** and click on **Make Online Payment** below the header Student Account Information
TUITION PAYMENT PLAN (TPP)

Under Tuition Payment Plan(s) Section – click on **Enroll in the Fall 2019 Payment Plan** (or the appropriate term).

Review the terms and conditions of the plan, and electronically sign the document using your Student ID Number.

**Terms and Conditions**

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

By enrolling in the University of Tampa Tuition Payment Plan (payment plan), I agree to the following terms and conditions: As a student enrolled in classes at University of Tampa, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand

- I Agree

Enter your Student ID Number

Electronic Signature: 

[View Agreement]

[Accept]
TUITION PAYMENT PLAN (TPP)

Submit payment for the **Enrollment Fee** using a credit card (Visa, Discover, and MasterCard) or electronic check (bank account).

The following items must be paid now to enroll in the Test Fall 2019 UG Installment Plan:

- **Enrollment Fee**
- **Total**

Which payment method would you like to use to pay this?

**New Payment Methods**
- Credit Card
- Electronic Check
- I do not want to pay the fee, please cancel my enrollment in the plan.

Enter your name, billing address, credit card/bank information, and click **Continue**.
Confirm your payment information by selecting **Submit Payment**.

Following enrollment, you may activate automatic payments using a saved or new payment method. You may also decline automatic payments by selecting, **No, I do not want to automatically pay**.

You are now enrolled in the Test Fall 2019 UG Installment Plan. Your first installment of $2,137.20 will be due on 7/5/2019.

Your payment for the Enrollment Fee has been accepted. Your receipt number for this is 600089 and the amount paid is $35.00.

A receipt has been emailed to paymentplans@ut.edu

You will be notified when each installment is billed by an email sent to paymentplans@ut.edu

With this plan you have the ability to set up automatic payments to ensure that you don’t miss out on any due dates! Would you like to set up automatic payments?

**New Payment Methods**

- Yes, use the same payment information and email address I entered for the Enrollment Fee.
- Yes, credit Card
- Yes, electronic Check
- No, I do not want to automatically pay.

[Continue]
TUITION PAYMENT PLAN (TPP)

Payment Method Entry Screens:

**Credit Card Screen**

- **Cardholder Name**
- **Credit Card Number**
- **Expiration Month**
- **Expiration Year**
- **Address**
- **City**
- **State/Province/Region**
- **Zip/Postal Code**
- **Country**
- **Card ID Code**
- **Email Address**

(Optional) Please provide a name for this payment method to be saved for future use:

- **MyCreditCard**

- **Cancel**
- **Continue**

**Electronic Check Screen**

Please provide a name for this payment method to be saved for future use:

- **MyCheck**

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/ transit and account numbers very carefully from your check.

If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

- **Bank Account Number**
- **Confirm Bank Account Number**
- **Account Type**
- **Routing Transit Number**
- **Account Holder Name**

- **Cancel**
- **Continue**
TUITION PAYMENT PLAN (TPP)

How to Submit a Manual Payment for the Tuition Payment Plan

Log onto SpartanWeb at spartanweb.ut.edu, click the Review/Pay bill/10998-Tinfo link, and select Make Online Payment

Bursar's Office (Student Accounts)

<table>
<thead>
<tr>
<th>Payment Due Date Information</th>
<th>Student Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Due Dates for 2019-2020</strong></td>
<td><strong>My Account Balances</strong></td>
</tr>
<tr>
<td>Summer Session 1</td>
<td><strong>Course and Fee Statement</strong></td>
</tr>
<tr>
<td>Summer Session 3 (12wk)</td>
<td>Make Online Payment</td>
</tr>
<tr>
<td>Executive MBA Session</td>
<td><strong>Tuition Payment Plan</strong></td>
</tr>
<tr>
<td>Graduate Education Session</td>
<td>The University of Tampa offers a convenient Tuition Payment Plan (TPP) to help pay for your educational expenses with an interest free installment plan. For the 2019-2020 academic year, The University of Tampa has partnered with Cashnet to administer the TPP.</td>
</tr>
<tr>
<td>MFA – June</td>
<td>Enrollment for Fall 2019 will open June 15, 2019</td>
</tr>
<tr>
<td>Summer Session 2</td>
<td>Enrollment for Spring 2020 will open December 15, 2019</td>
</tr>
<tr>
<td>Non-Profit – Fall</td>
<td>Additional information and Frequently Asked Questions will be available to view in June.</td>
</tr>
<tr>
<td>Fall Semester**</td>
<td></td>
</tr>
<tr>
<td>Winter Intersession</td>
<td></td>
</tr>
<tr>
<td>Non-Profit – Spring</td>
<td></td>
</tr>
<tr>
<td>MFA – January</td>
<td></td>
</tr>
<tr>
<td>Spring Semester **</td>
<td></td>
</tr>
<tr>
<td>May Term</td>
<td></td>
</tr>
<tr>
<td>Non-Profit – Summer</td>
<td></td>
</tr>
</tbody>
</table>

Under Your Account select, click her to make a payment.

<table>
<thead>
<tr>
<th>Your Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>$10,686.00</td>
</tr>
<tr>
<td>Pay</td>
<td></td>
</tr>
</tbody>
</table>

Click here to make a payment (Zero or credit balances are not displayed)
The last payment received was for $35.00 on 6/10/2019.
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How to Setup Automatic Payments

If you did not set up Automatic Payments at the time of enrollment, log into SpartanWeb at spartanweb.ut.edu, click the Review/Pay bill/1098-Tinfo link, and select Make Online Payment.

Bursar's Office (Student Accounts)

<table>
<thead>
<tr>
<th>Payment Due Date Information</th>
<th>Student Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Due Dates by Semester for 2019 - 2020</td>
<td>My Account Balances</td>
</tr>
<tr>
<td>Summer Session 1</td>
<td>May 3</td>
</tr>
<tr>
<td>Summer Session 2</td>
<td>May 4</td>
</tr>
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</table>

In the scheduled Payments section, select **Click here to setup automatic payments for the Fall Payment Plan** (or appropriate term)

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**Tuition Payment Plan(s)**

- View your TEST Fall 2019 Payment Plan

**Scheduled Payments**

- Click here to set up automatic payments for your TEST Fall payment plan.
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Enter an email address to receive billing reminders and payment confirmation. Click Continue

- Email Address
- Confirm email address
- Additional email addresses

Review the Terms and Condition, select the check box, then Continue.

Terms and Conditions

Payment Authorization:

By checking the box below, you are authorizing MetaBank to process the payments scheduled above:

- You authorize MetaBank to withdraw funds from the bank account selected for the amounts and on the dates shown in the payment schedule above.
- You represent that you have the authority to withdraw funds from the bank account selected.
- This authorization will continue until the date specified above or until you or the school cancels. The school may cancel if two consecutive payments are returned unpaid.

I Agree

Designate a payment method, by selecting an existing account or entering a new source (credit card/bank account), then Continue.
How to Create a Parent PIN for the Tuition Payment Plan

Log on to SpartanWeb at spartanweb.ut.edu, click the Review/Pay bill/1098-Tinfo link, and select Make Online Payment.

Bursar's Office (Student Accounts)

Under Parent PINS, select Add New.
TUITION PAYMENT PLAN (TPP)

Enter the authorized user’s information in the required fields, and select **OK**.

**Notice about Parents or Authorized Users:**
Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

- **Parent PIN**
- **First Name**
- **Last Name**
- **Email Address**
- **Confirm Email Address**
- **Relationship to Student**
- **Phone Number**
- **Address Line 1**
- **Address Line 2**
- **City**
- **State**
- **Zip**
- **Add a note to the welcome email (optional)**

**Should this person...**
- **be allowed to log in?**
- **receive Installment Payment Plan email notifications?**

*A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.*

The authorized user(s) will receive an email link with instructions to create a password and security questions. (Parent access is also available on ut.edu. Refer to the instructions on the following page.)
TUITION PAYMENT PLAN

How to Access the Tuition Payment Plan with a PIN

Visit the Payment Plan Options webpage at [www.ut.edu/tuition/](http://www.ut.edu/tuition/) Under **Online Payment** Section, select **Cashnet**

Confirm that you have reached the Parent Portal login page, which will display a prompt to enter the Parent PIN and Password.

If you have reached the student login page in error, simply click on the **Parent and Authorized Users**, click here to login with your user name and password, below the prompt.