Students can view their account activity and submit payments online for tuition and fees. Online payments can be submitted via:

- Electronic Check (ACH) from a checking or savings account
  - Electronic check payments (ACH) can only be done with personal accounts; no corporate accounts (i.e. credit card, home equity, traveler’s checks, money market accounts, etc.)
- Credit or Debit Card: Visa, MasterCard, Discover, or American Express
  - A minimal service fee will be assessed for each credit/debit card payment

To pay online via MyIvy (myivy.ivytech.edu), follow these steps:

- Login to MyIvy
- Select the Student
- Select Student Dashboard
- Select View or Pay Balance
- Review terms; click I Accept
Once logged into the student billing/payment system (powered by TouchNet), review the Amount Due, Estimated Financial Aid, individual Term Balances, and Account Activity.

To make a payment:

1. Click Make Payment
2. Select Pay by term and select term
3. Select Payment Date
4. Enter a Memo (optional)
5. Click Continue
6. Select Payment Method from the drop down list; click Select
ONLINE PAYMENT INSTRUCTIONS
STEP-BY-STEP GUIDE FOR STUDENTS

Account Payment

Amount
Payment
Confirmation
Receipt

Pay by term
Spring 2018

$530.00

Method
Select Method

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

Electronic Check - Payments can be made from a personal checking or savings account.
Payment by Electronic Check (checking/savings)

1. Select **Account Type** from dropdown list
2. Enter **Account Information** (routing number and bank account number)
3. Enter **Billing Information**
4. Save payment method (optional)
5. Click **Continue**.
6. Review ACH Agreement; check the **I agree to the above terms and conditions** box, then click **Continue**
7. Review the transaction details; if everything is correct, click **Submit**
8. If your payment is successful, you will be routed to the **Payment Receipt** page and a receipt will be generated. Print the receipt (Ctrl+P).
ACH Agreement

I hereby authorize **Ivy Tech Community 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: **TouchNet TEST**
Address: **TEACHERS CREDIT UNION**
Depository: 110 S MAIN ST
SOUTH BEND, IN 46601
Routing Number: 
Account Number: 
Debit Amount: **$530.00**
This agreement is dated Wednesday, February 21, 2018.

For fraud detection purposes, your internet address has been logged: 168.91.16.219 at 2/21/18 3:54:44 PM EST.

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 1-888-489-5463.

☐ I agree to the above terms and conditions. (Print Agreement)

---

Account Payment

Amount $530.00 Payment Date 2/21/19

Paid To
Ivy Tech Community College

Confirmation Email
Primary

Selected Payment Method
WEBCHECK
Account xx3 Billing Address TouchNet TEST
Charge Payment Method

---

Revised 04/02/2018
Payment by Credit Card via PayPath

1. Review payment details; click **Continue to PayPath**
2. The **PayPath Payment Service** will open in a new window
3. Review transaction details, including service fee information; click **Continue**
4. Review **Payment Amount Information** (does not include service fee amount); click **Continue**
5. Enter card information and click **Continue**
6. Review payment information, including service fee and total payment amount; check the **I agree to the terms and conditions** box; click **Submit Payment**
   a. If needed, you can select **Change Information** to begin the PayPath process over
7. A receipt will be generated and a copy will be emailed to you; click **Print** to print the receipt
8. Click **Close**
ONLINE PAYMENT INSTRUCTIONS
STEP-BY-STEP GUIDE FOR STUDENTS

IMPORTANT NOTE:
Starting May 1, 2018, fee will increase to 2.85%

PayPath
Payment Service

Welcome to the PayPath Payment Service!
This service allows you to make credit or debit card payments for Ivy Tech Community College student accounts. A non-refundable PayPath Payment Service fee of 2.75% or a minimum of $3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Transaction Details
Student ID:
Term to credit
201720

Amount
$443.55

PayPath Payment Service accepts:

<table>
<thead>
<tr>
<th>Card Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa</td>
</tr>
<tr>
<td>MasterCard</td>
</tr>
<tr>
<td>American Express</td>
</tr>
<tr>
<td>Discover</td>
</tr>
<tr>
<td>Diners Club</td>
</tr>
<tr>
<td>JCB</td>
</tr>
<tr>
<td>American Express Card</td>
</tr>
</tbody>
</table>

Continue Cancel

Payment Amount Information
In addition to the amount paid to Ivy Tech Community College, a non-refundable PayPath Payment Service fee of 2.75% or a minimum of $3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:
$443.55

Continue Cancel

IMPORTANT NOTE:
Starting May 1, 2018, fee will increase to 2.85%

Revised 04/02/2018
Page 7 of 10
# Online Payment Instructions

## Step-by-Step Guide for Students

### Payment Card Information

PayPath Payment Service accepts:

![Credit Card Logos]

*Indicates required fields

- **Name on card:**
- **Card account number:**
- **Card expiration date:**
- **Card security code:**

### Billing Address

- **Check if address is outside of the United States:**
- **Billing address:**
- **City:**
- **State:**
- **Zip code:**
- **Email address:**
- **Confirm email address:**
- **Phone number:**

---

![Continue, Cancel Buttons]
Review PayPath from the Customer Confirmation

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

- **Payment to Ivy Tech Community College:** $443.55
- **PayPath Payment Service Fee:** $12.20
- **Total payment amount:** $455.75

School name: Ivy Tech Community College
Payer name: Not supplied
Email address: xxxxxxxxxxxx1111
Phone number: 168.91.16.219
Card number: TOUCHNET INFORMATION SYSTEMS INC
Browser Internet address:

Business correspondence address:
TOUCHNET INFORMATION SYSTEMS INC
15520 COLLEGE BLVD.
LENEXA, KS 66219
UNITED STATES

Terms and Conditions

I hereby authorize charges totaling $455.75 via my credit card. I understand that a PayPath Payment Convenience fee of $12.20 will be charged to my credit card and is not refundable under any circumstances.

☐ I agree to the terms and conditions.

Submit Payment  Change Information  Cancel
Thank you for using PayPath Payment Service!
A payment was processed and posted successfully to your Ivy Tech Community College account. Please print this page as your receipt and close this payment session. A confirmation email was sent to

<table>
<thead>
<tr>
<th>Transaction Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;PayPath Ivy Tech Community College&quot;</td>
<td>$443.55</td>
</tr>
<tr>
<td>&quot;PayPath Conv Fee&quot;</td>
<td>$12.20</td>
</tr>
</tbody>
</table>

### Receipt Information

- **Payment to Ivy Tech Community College:** $443.55
- **PayPath Payment Service Fee:** $12.20
- **Total payment amount:** $455.75
- **School name:** Ivy Tech Community College
- **Student ID:**
- **Payer name:**
- **Email address:**
- **Phone number:** Not supplied
- **Card:** Visa
- **Card number:**
- **Date and time:** 07/28/2017 09:28 AM
- **Browser internet address:** 168.91.16.219
- **Reference number:** 20170728000000
- **201720:** 4118846

The following terms will receive the corresponding credit.

- **Term to credit:** 201720
- **Amount:** $443.55

### Ivy Tech Community College Contact Information
If you have any questions concerning this transaction, please contact Ivy Tech Community College at:

- **Contact phone:** 9999999999
- **Contact email:** 999999

### Terms and Conditions
I hereby authorize charges totaling $455.75 via my credit card. I understand that a PayPath Payment Convenience fee of $12.20 will be charged to my credit card and is not refundable under any circumstances.

[Close] [Print]