

b. Next – you will be directed to the screens to complete the payment process.

i. Pay tuition in full Option

1. Pay by E-Check (One Time Bank Draft)
 - a. Complete the required information and check the box “I have read and agree to the terms..... and then click “Save & Continue
 - b. Click Confirm and Complete your Payment
 - c. You will receive an email clarifying payment was successful
2. Pay by Credit Card
 - a. This option confirms the “Surcharge” (3% Convenience Fee) – if you agree to the fee simply complete the required fields to process. Click Confirm and Complete Your Payment - you will receive an email clarifying payment was successful.
 - b. If you decide not to pay by credit card due to the Surcharge amount – simply click “Manage Payment Options” to change your option.
 - i. You will revert to the “Manage Payment Options” screen – to remove the selection follow the directions in the box “Choose your Payment Options”

CHOOSE YOUR PAYMENT OPTIONS ⓘ

Plan Eligible: \$
Due by

- + Pay By Loan Plan
- + Pay By E-Check
- + Pay By Credit Card

School imposes a surcharge of 3.0% on the transaction amount on Visa, Master Card, and Discover credit card products, which is not greater than our cost of acceptance.

HOW TO MANAGE PAYMENT OPTIONS

Click the ⓘ “plus icon” next to the desired payment option to manage your tuition payments.

Click the ⊖ “minus icon” to delete selected payment option your tuition payment.

ii. Loan Option – Finance entire balance owed

1. Complete all the required fields related to your personal information
2. If the billing address is different – de-select the “Same as Home Address” box to complete the applicable fields.
3. Monthly Recurring E-check payments (Bank Draft)
 - a. Follow the directions of school for this option. Automatic payment options available with due dates of either the 1st or 15th. A \$25 fee will be assessed for any return payments.
4. Statement Delivery Method – option to choose online paperless or mailed statement
5. Scroll further to review the loan details
6. Next – you will be directed to agree and acknowledge the required loan disclosures. Check each box acknowledging your agreement upon review then click Save & Continue.
 - a. E-Signature Agreement
 - b. Loan Terms
 - c. E-Check Loan Payment Terms
7. Confirm the terms detailed in the next screen and click “Confirm and Complete Payments”
8. You will receive an email clarifying your completion.

iii. Partial payment and finance difference Option

1. If you selected to pay by using 2 options, you will be directed to the screens noted above in Section 6b – i and section 6b - ii to complete the process and “confirm and complete payments”.

Navigation Points

- ✓ Use the “back” arrow button at the top left if you need to go to a previous page.
- ✓ Select “Help/Contact” at the top right of the screen to email us a question – we will respond back to you during regular working hours of 8am – 5pm.
- ✓ Click the “drop down” by Welcome at the top right to either log out and/or edit your account credentials.
- ✓ Click the “Dashboard” to review your account balance, transaction history and to make payments online.

Contact us with any questions at:

Customer Service Contact Info – 8am – 5pm Monday-Friday
504-544-6370 / 1-855-335-2068 or email tuition@gulfbank.com