Enrolling into a Payment Plan

All registered students with eligible tuition and mandatory fee charges on their student account have the option to set up a monthly payment plan for the current term. Either the student or authorized user can set up the payment plan for these eligible charges online in the Student Account Center (https://lmutpg.lmu.edu/C20995_tsa/web/login.jsp). A minimum balance of $200.00 is required to set up a payment plan. Please note, if the student sets up the payment plan under their log in credentials, authorized users will not have access to viewing or receiving payment plan updates. If the payment plan will be set up using your (the authorized user’s) bank account, we encourage the authorized user to set up the payment plan instead of the student.

1. Once the student has registered for classes and has been charged the corresponding tuition and mandatory fees, log into the Student Account Center, click on the “Enroll Now” button under the “Payment Plans” tab at the top of the page.
2. Select the term, desired payment plan, and click on “Continue.” All the eligible charges and credits will be listed on the next page. To continue, click on “Display Payment Schedule” and the Payment Schedule screen will be displayed. (Optional: if you would like to submit a down payment, you may do so on this page. It will be calculated into your payment plan.)
3. Under the Payment Schedule section, you will see the due dates and amount due for each installment. At the bottom of the page, you will have the option to schedule your payments.
   - If you schedule your payments, you are agreeing to set up automatic deduction for each installment on its due date. Please note, you can edit the payment method at any time during the semester. There is a $50.00 enrollment fee for this plan.
   - If you agree to schedule your payments, you must provide your banking information. Please have a check on hand to enter your bank routing and account number. Please give your payment method a personalized nickname so you can remember to use this for the future.
   - If you do not schedule your payments, you are agreeing to the “Mail” payment plan. You will be automatically charged a $150.00 enrollment fee and are expected to make your installment by the due date. You may mail in a payment to our office, come into our office with a payment, transfer money via bank wire, or make a payment online.
4. You’re almost there! Once you provide your payment method or agree to not schedule your installments, you will be shown the Payment Plan agreement with all the scheduled installments and dates. Make sure that you check “I Agree” and click on “Continue.” If you do not complete this step, the payment plan will not be set up.
5. You will be then directed to a confirmation page and receive an email that your payment plan has been set up. You will see your payment plan under the “Currently Enrolled Plans” under the “Payment Plans” tab.

Please note that the Student Account Center does not accept credit or debit card numbers or corporate accounts, you must use a personal United States checking or savings account. If a payment returns for any reason, there will be a $35.00 Returned Item Service Charge charged onto the Student Account.