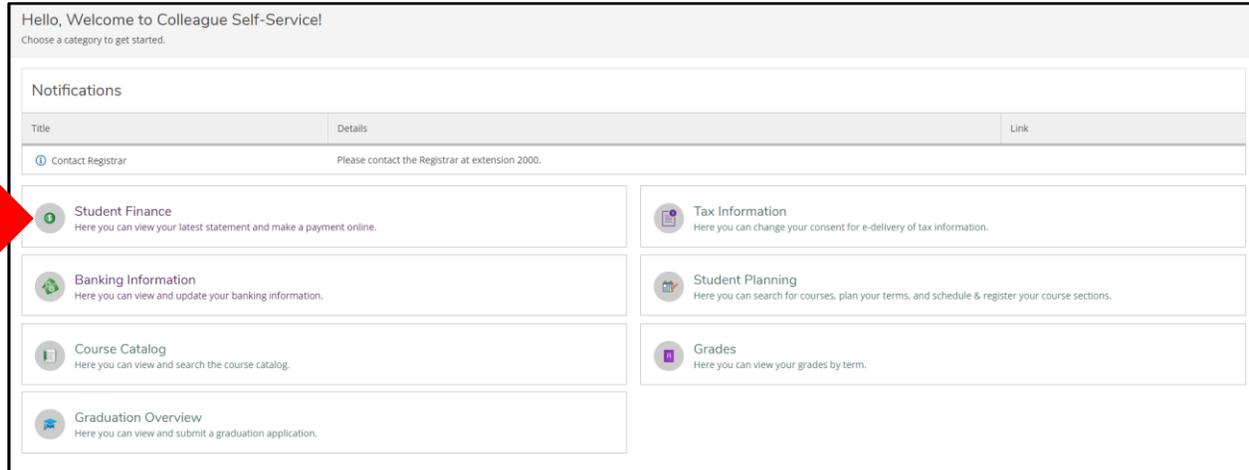


How to Enroll for a Manual Payment Plan

1. Log in to Self-Service by clicking [here](#)

2. Select "Student Finance"



Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Notifications

Title	Details	Link
Contact Registrar	Please contact the Registrar at extension 2000.	

Student Finance
Here you can view your latest statement and make a payment online.

Banking Information
Here you can view and update your banking information.

Course Catalog
Here you can view and search the course catalog.

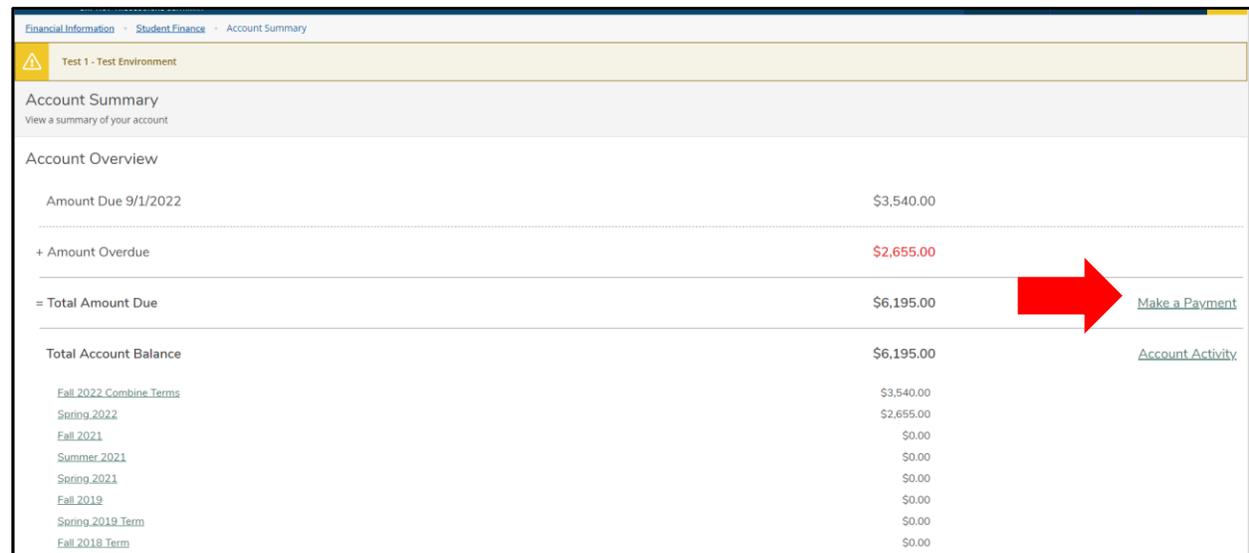
Graduation Overview
Here you can view and submit a graduation application.

Tax Information
Here you can change your consent for e-delivery of tax information.

Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Grades
Here you can view your grades by term.

3. Click "Make a Payment"



Financial Information - Student Finance - Account Summary

Test 1 - Test Environment

Account Summary
View a summary of your account

Account Overview

Amount Due 9/1/2022	\$3,540.00	
+ Amount Overdue	\$2,655.00	
= Total Amount Due	\$6,195.00	Make a Payment
Total Account Balance	\$6,195.00	Account Activity
Fall 2022 Combine Terms	\$3,540.00	
Spring 2022	\$2,655.00	
Fall 2021	\$0.00	
Summer 2021	\$0.00	
Spring 2021	\$0.00	
Fall 2019	\$0.00	
Spring 2019 Term	\$0.00	
Fall 2018 Term	\$0.00	

4. Click "Create Payment Plan"

Make a Payment
Use this page to make a payment on your account

Alert: If you have an Auto-Draft Payment Plan, DO NOT submit payment on this page. Please select "Create/Manage Auto-draft Plans" and submit your payment there. To pay your balance in full, choose the item you wish to pay, then choose your payment method. Do not select "Create Payment Plan" unless you would like to pay throughout the semester. Please be advised that Monthly charges (like rent) may not display an accurate due date in the Make a Payment screen. For questions please contact Student Financial Services at SF5@swbts.edu.

Total Payment : \$3,540.00 Choose a Payment Method Proceed to Payment Create Payment Plan

[Collapse All](#)

Spring 2022 \$2,655.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Registration A/R	WEB	4/1/2022 (Overdue)	\$2,655.00	\$ <input type="text"/>

Fall 2022 Combine Terms \$3,540.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Registration A/R	WEB	9/1/2022	\$3,540.00	\$ <input type="text" value="3,540.00"/>

5. Select the Item you want to set up a payment plan for then click "Continue"

Make a Payment
Use this page to make a payment on your account

Alert: If you have an Auto-Draft Payment Plan, DO NOT submit payment on this page. Please select "Create/Manage Auto-draft Plans" and submit your payment there. To pay your balance in full, choose the item you wish to pay, then choose your payment method. Do not select "Create Payment Plan" unless you would like to pay throughout the semester. Please be advised that Monthly charges (like rent) may not display an accurate due date in the Make a Payment screen. For questions please contact Student Financial Services at SF5@swbts.edu.

Total Payment : \$3,540.00 Choose a Payment Method Proceed to Payment Create Payment Plan

[Collapse All](#)

Spring 2022 \$2,655.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Registration A/R	WEB	4/1/2022 (Overdue)	\$2,655.00	\$ <input type="text"/>

Fall 2022 Combine Terms \$3,540.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Registration A/R	WEB	9/1/2022	\$3,540.00	\$ <input type="text" value="3,540.00"/>

Create Payment Plan

Select an item for a Payment Plan (you can only choose one)

Fall 2022 Combine Terms

Item	Payment Group	Date Due	Amount Due
<input type="radio"/> Registration A/R	WEB	9/1/2022	\$3,540.00

Cancel Continue

6. You will see your Payment Plan Preview. Review the information, check the "I agree to the terms and conditions outlined above." checkbox, and click the "Continue" button.

Payment Plan Preview

[Back to Make A Payment](#)

Please note: the payment plan outlined below will not be created until you review the information, check the "I agree to the terms and conditions outlined above." checkbox, and click the "Continue" button.

7/6/2022 at 4:00 PM
Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary		Payment Plan Schedule	
Student	0585973 Test SFS Student 1	9/3/2022	\$910.00
Term	Fall 2022 Combine Terms	10/3/2022	\$885.00
Original Plan Amount	\$3,540.00	11/3/2022	\$885.00
Number of Payments	4	12/3/2022	\$885.00
Frequency	Monthly		
Flat Late Fee			\$30.00
Setup Charge			\$25.00
Total Plan Amount			\$3,565.00

Payment Plan Terms and Conditions

This payment plan requires monthly manual payments and will not automatically draft from your account.

Payment may be submitted by logging in to WebAdvisor, bringing your payment to the Cashier's window, or by mailing your payment to P.O. Box 22480 Fort Worth, TX 76122.

I agree to the terms and conditions outlined above.

[Continue](#)

7. You will see your Payment Plan Acknowledgement. Please make note of your Payment Plan Schedule, which includes due dates and amounts due. Click "Continue" to return to the "Make a Payment" screen.

Payment Plan Acknowledgement

[Back to Make A Payment](#)

Please print a copy of your Payment Plan Summary, Payment Plan Schedule, and Payment Plan Terms and Conditions for your records.

7/6/2022 at 4:00 PM

Payment Plan Summary		Payment Plan Schedule	
Plan ID	28112	9/3/2022	\$910.00
Student	0585973 Test SFS Student 1	10/3/2022	\$885.00
Term	Fall 2022 Combine Terms	11/3/2022	\$885.00
Original Plan Amount	\$3,540.00	12/3/2022	\$885.00
Number of Payments	4		
Frequency	Monthly		
Flat Late Fee			\$30.00
Setup Charge			\$25.00
Total Plan Amount			\$3,565.00

Payment Plan Terms and Conditions

Your payment to the cashier's window, or by mailing your payment to P.O. Box 22480 Fort Worth, TX 76122.

Defaulting on this agreement (i.e. falling behind on your payment plan) will prohibit you from enrolling in future terms/courses. Further, if you fail to pay your balance in full prior to the start of future terms/courses, you will be administratively withdrawn from the terms/courses.

Payment Plan Terms and Conditions accepted on 7/6/2022 at 4:03 PM by 0585973

[Continue](#)

8. From the “Make a Payment” screen, you can log out of Self-Service if you do not want to make a payment at that time.

Make a Payment
Use this page to make a payment on your account.

Alert: If you have an Auto-Draft Payment Plan, DO NOT submit payment on this page. Please select "Create/Manage Auto-draft Plans" and submit your payment there. To pay your balance in full, choose the item you wish to pay, then choose your payment method. Do not select "Create Payment Plan" unless you would like to pay throughout the semester. Please be advised that Monthly charges (like rent) may not display an accurate due date in the Make a Payment screen. For questions please contact Student Financial Services at SFS@swts.edu.

Total Payment: \$0.00 Choose a Payment Method

Spring 2022 \$2,655.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Registration A/R	WEB	4/1/2022 (Overdue)	\$2,655.00	\$ <input type="text"/>

Fall 2022 Combine Terms \$3,565.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	9/3/2022	\$910.00	\$ <input type="text"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	10/3/2022	\$885.00	\$ <input type="text"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	11/3/2022	\$885.00	\$ <input type="text"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	12/3/2022	\$885.00	\$ <input type="text"/>

9. If you do want to make a payment, select the item you would like to pay by checking the box on the left hand side, then choose your Payment Method from the drop down box at the top.

Make a Payment
Use this page to make a payment on your account.

Alert: If you have an Auto-Draft Payment Plan, DO NOT submit payment on this page. Please select "Create/Manage Auto-draft Plans" and submit your payment there. To pay your balance in full, choose the item you wish to pay, then choose your payment method. Do not select "Create Payment Plan" unless you would like to pay throughout the semester. Please be advised that Monthly charges (like rent) may not display an accurate due date in the Make a Payment screen. For questions please contact Student Financial Services at SFS@swts.edu.

Total Payment: \$910.00 Choose a Payment Method

Spring 2022 \$2,655.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Registration A/R	WEB	4/1/2022 (Overdue)	\$2,655.00	\$ <input type="text"/>

Fall 2022 Combine Terms \$3,565.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	9/3/2022	\$910.00	\$ <input type="text" value="910.00"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	10/3/2022	\$885.00	\$ <input type="text"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	11/3/2022	\$885.00	\$ <input type="text"/>
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	12/3/2022	\$885.00	\$ <input type="text"/>

10. Once you have selected your Payment Method, verify the Total Payment amount and Payment Method are correct. Then click “Proceed to Payment”.

Make a Payment
Use this page to make a payment on your account.

Alert: If you have an Auto-Draft Payment Plan, DO NOT submit payment on this page. Please select "Create/Manage Auto-draft Plans" and submit your payment there. To pay your balance in full, choose the item you wish to pay, then choose your payment method. Do not select "Create Payment Plan" unless you would like to pay throughout the semester. Please be advised that Monthly charges (like rent) may not display an accurate due date in the Make a Payment screen. For questions please contact Student Financial Services at SFS@swbts.edu.

Total Payment: \$910.00 Credit Card Payment **Proceed to Payment** Create Payment Plan

Spring 2022 \$2,655.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Registration A/R	WEB	4/1/2022 (Overdue)	\$2,655.00	\$

Fall 2022 Combine Terms \$3,565.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	9/9/2022	\$910.00	\$ 910.00
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	10/9/2022	\$885.00	\$
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	11/9/2022	\$885.00	\$
<input type="checkbox"/>	Payment Plan 28112 - Registration A/R	WEB	12/9/2022	\$885.00	\$

11. Review your Payment Amount and click “Pay Now”.

Payment Review
Review your Payment Information below

Payment Review

Payment Information	
Item	Amount
Payment Plan 28112 - Registration A/R	\$910.00
Service Fee	\$22.75
Total Payment Amount	\$932.75

Payment Method: Credit Card Payment

Pay Now

You will be taken to our third party payment processing site. From here, enter your payment information and continue to follow the on-screen instructions to complete your payment.