AUTHORIZED USERS & PAYMENT PLANS

An Authorized User can make payments toward a payment plan but cannot enroll the student in one. Since there is a payment plan agreement that must be signed by the student, only the student can complete the enrollment.

To enroll in a payment plan, the student must access the **PayMyTuition Payment Center from Self-Service** and select the "**Enroll in a Payment Plan**" button.

Select the desired payment plan and click **"Calculate"**. Then, select **"Next"**.

Read and sign the required payment plan agreement form (example below).

Meredith College Payment Plan Agreement

The terms below apply to all sections of the Payment Plan. Payment Plans are valid for one semester only, and incur a non-refundable $35 enrollment fee.

1. Payment Schedule:

1.1 The student agrees to pay Meredith College for tuition, fees, and other related expenses according to the payment schedule herein.

1.2 The student will make monthly payments as follows:

* Payment Due Date: The student shall make monthly payments on or before the 10th day of each month. Auto-draft payments must be on the 1st of each month.

For payment plans where the setup fee is due at enrollment, it must be paid from the student's account. If the setup fee is not due at enrollment, it can be paid by an Authorized User after the student signs the payment plan agreement.

If someone other than the student wants to cover the setup fee, they have two options:

1. Add their card to the student's account, then remove it once the payment is complete.
2. Send the funds directly to the student so they can make the payment.

Authorized User Instructions

When logged in as an Authorized User, select the **"My Profile"** tab to add a payment method.
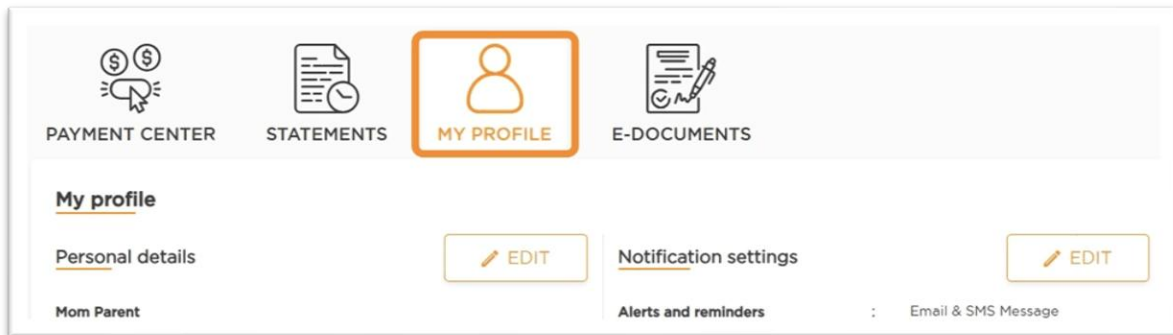
Within the "**Add a New Payment Method**" section, click "**Add New**" to add a new payment method.

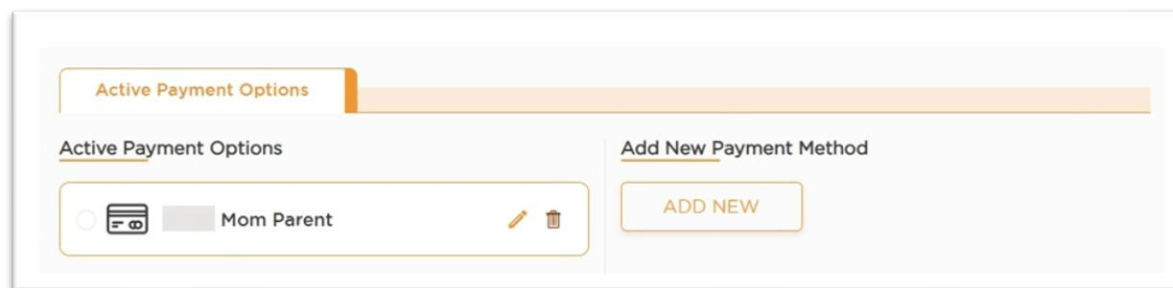Only the Authorized User has access to the payment method they add. The student cannot view the card details or use the payment method. Any payments made using the Authorized User's payment method must be initiated by the Authorized User.

To pay for payment plan installment(s) as an Authorized User, access the Payment Center tab, scroll to the bottom of the page to view the payment plan schedule, and select the **"Edit"** button in the **"Action"** column.

An Authorized User can choose which installments to pay and how many they would like to pay for.

Enrolled Payment Plan

Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
2025-07-16	Setup Fee	PAID	$ 15.00	$ 15.00	$ 0.00	👁
2025-07-25	Installment 1	SCHEDULED	$ 339.88	$ 0.00	$ 0.00	✎
2025-08-25	Installment 2	SCHEDULED	$ 339.88	$ 0.00	$ 0.00	✎
2025-09-25	Installment 3	SCHEDULED	$ 339.88	$ 0.00	$ 0.00	✎

Select the desired payment method or add a new one.

Payment Options

Autopay scheduled by: harshit Mehra

Active Payment Options

⊙ 💳 Mom Parent ✎ 🗑

Add New Payment Method

ADD NEW

Click **"Yes"** to confirm.

ALERT ✕

⚠

Do you really want to change your payment method?

NO   YES

At any time, an Authorized User can access self-service using the same link as students to view, update, or change payment methods.