

# Payment Plans for Students and Parents/Other Payers

Last updated: July 16, 2019

### Announcement

THIS IS A TEST SYSTEM.

#### Welcome to D-Pay!

D-Pay's automated E-mail messages are now easier to read (HTML) with our logo at the top of every message.

**Security Updates:** 1. Add your mobile number to your Personal Profile. You'll receive text alerts when changes are made to your account. 2. Add your mobile number or an alternative E-mail address to your Security Settings. When you make changes to your account, D-Pay will send a unique code by text/E-mail. You will enter that code into D-Pay to save your changes. These alerts and codes are designed to protect your information. Read more about these settings in our new [step-by-step](#) guide.

Please use the [Payment Explanation Form](#) to let us know when you are deducting additional financial aid or other credits from your current statement balance.

[Add funds](#) to your [DASH Discretionary Account](#).

**Students:** Please authorize your parents/other payers to view and pay your bills.

### Student Account

ID: xxx27K4

Balance

\$18,000.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

### Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
No data available in table						

### Statements

Your latest eBill Statement  
(2/1/19) Statement : \$1,600.00

[View Statements](#)

### My Profile Setup

[Authorized Users](#)

[Personal Profile](#)

[Payment Profile](#)

[Security Settings](#)

[Consents and Agreements](#)

[Electronic Refunds](#)

Step 1: To enroll in a payment plan, click on the "Enroll in Payment Plan" button on the home page. A student or an authorized user may enroll in a payment plan, but there may be only one payment plan per student account.

Note: The payment plan is dynamic. At the time of enrollment, the plan takes into account estimated or pending financial aid. However, it will recalculate daily (with some exceptions) to keep up with later transactions on the account. While this adds some complexity, it ensures that your payment plan will be aware of transactions that occur after initial enrollment. See the important note on recalculation on the last page of this guide.

## Payment Plan Enrollment

The diagram shows a three-step process for Payment Plan Enrollment: **Select** (document icon), **Schedule** (calendar icon), and **Agreement** (thumbs up icon). Below the 'Select' step, there is a form with a 'Select Term' dropdown menu. The dropdown is open, showing 'Select Term' and 'Fall Term 2019' (highlighted in blue). To the right of the dropdown is a 'Select' button.

Step 2: Select the term by highlighting it and then click on the “Select” button. You will always select the term that matches your newly issued bill.

Note: The payment plan is for one term (“Summer Term 2019”). Students and families decide for which terms they would like to be enrolled. This feature is especially helpful for the unique enrollment pattern of undergraduate students. Enrollment for the plan begins on the day that term’s bill is posted in D-Pay. **To avoid late charges, please pay your balance or enroll in a payment plan on or before the due date of the bill for the given term.** After the bill due date, you may incur late charges if you decide to enroll in a plan.

Undergraduate students: You will see your plan in D-Pay.

Graduate and professional school students: Please contact the [Campus Billing and DartCard Services](#) office to gain access to your program’s payment plan.

International students: You may enroll in a payment plan. To pay your installments through D-Pay, you must have a US-based bank account. You may simply view your installments in D-Pay and make your payments via [Flywire](#) or via bank wire.

Note: If you have a balance due from a previous term, you may not be permitted to enroll in a payment plan for the next term. This could be a new charge that was added to the account at the end of a prior or current term. Call our office (603-646-3230): You may then make your payment in D-Pay. We will ensure that it is applied to the current term’s balance. This will clear the way for enrollment in the next term’s plan. If you have no charges with balances (due to prepayment or financial aid), you may not be permitted to enroll in a payment plan. Enrollment in the payment plan ends when the balance on the account is zero.

## Payment Plan Enrollment



Select

Select Term

Fall Term 2019

### Plan Name

Undergraduate Fall 2019

### Undergraduate Fall 2019

201909 testing 6-11-2019 for FP6 adding SUP1 to Velma

Term(s): Fall Term 2019

Enrollment deadline: 6/12/19

Scheduled payments: Optional

Setup fee: \$25.00

Eligible charges and credits: \$18,025.00

Required down payment: \$0.00

Due at enrollment: \$0.00

Number of payments: 3

Installment payments: \$6,008.33

Payment frequency: Fixed Dates

Cancel

Select



Agreement




### Action

Details

Select

Step 3: Click on the “Details” button to see a summary of the plan or click on the “Select” button to continue the enrollment process. You will see a summary of the plan next.

# Payment Plan Enrollment

 Select       Schedule       Agreement

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### Undergraduate Fall 2019

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fees	25.00	
Tuition	18,000.00	
		<b>Balance: 18,025.00</b>

Optional down payment

#### Payment Schedule

Description	Due Date	Amount(\$)
Installment 1	6/13/19	6,008.33
Installment 2	7/13/19	6,008.33
Installment 3	8/13/19	6,008.34
		<b>Total of installments: 18,025.00</b>

#### Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

**Step 4: Review the plan.** Undergraduate and graduate and professional school student plans consist of three payments due on fixed dates throughout the term. In order for a student to “check in” for a future term (a required online process to confirm attendance), a prior term’s payment plan must have been paid in full. There is a \$25 setup fee to enroll in a payment plan for each term. Click on the “Continue” button.

Review the charges/credits and the installment due dates. Virtually all charges are eligible for the plan. You will see them summarized here by category. The detail may be viewed by clicking on “My Account” and then “Account Activity” at the top of the page (not shown). In this simple example above, there are no credits. If there were estimated aid (pending loans and scholarships scheduled to be disbursed to the account), it would be listed as a credit here. The payment plan takes these credits into account so that the plan includes only the final dollar amount owed, after taking into account the estimated aid.

**Note:** You may choose to make a down payment at the time of enrollment. With a down payment, the three subsequent payments will be lower. The down payment is optional.

**Outside scholarships:** If you are enrolling in a payment plan, have an outside scholarship, and would like the outside scholarship to be reflected in your plan, please E-mail [Campus Billing and DartCard Services](#). Your scholarship will be entered; this will lower the amount to be covered by your payment plan.

### Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back

Cancel

Continue

Step 4 (continued): Review the payment schedule and amounts and consider setting up automatic payments. Click on the "Continue" button.

If you choose to schedule all of your payments, the "select payment" screen will be displayed next. After you choose your payment method (your named checking/savings account) and continue, you will then see a payment plan agreement.

Note: The due dates vary by term and plan and are relative to the academic calendars. The due dates may fall on weekends or holidays. You may schedule individual payments by clicking on the "Payment Plans" button on the top of each page or by clicking on the "Make Payment" button, even if you choose "No" on the automatic payments question above. This gives you the opportunity to make your installment payments on time even if you are unable to access a D-Pay on a due date, all without having to commit to automatic payments for all of the plan's installments.

## Payment Plan Agreement

You must scroll through the full agreement and select "I agree" to continue.

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$25.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$18,000.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$18,025.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Velma R. Test**, hereby agree to pay the balance deferred as stated in this agreement in 3 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00. I also understand that failure to meet the terms of this agreement may entitle **Dartmouth College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$6,008.33 due on 6/13/19**.

Installment 2 in the amount of **\$6,008.33 due on 7/13/19**.

Installment 3 in the amount of **\$6,008.34 due on 8/13/19**.

This agreement is dated 6/11/19 10:10:24 AM CDT.

For fraud detection purposes, your internet address has been logged:

129.170.195.68 at 6/11/19 10:10:24 AM CDT

I agree to the terms and conditions.

Print Worksheet

Print Agreement

Back

Cancel

Continue

Step 5: Review the disclosure and then scroll to the bottom of the page. Check the "I Agree" box and then click on the "Continue" button. In this step, you agree to the terms of the payment plan. Your disclosure may be different if you are making a down payment or if you are using a payment method for the first time.

# Payment Plans

Manage Plans

Plan History

Your enrollment in Undergraduate Fall 2019 was processed successfully.

You are enrolled in a payment plan for the current term.

### Undergraduate Fall 2019

Plan name	Undergraduate Fall 2019	Setup fee	\$25.00
Enrolled by	Velma R. Test	Payoff amount	\$18,025.00
Enrollment date	6/11/19		
Term	Fall Term 2019		

[View Agreement](#) [Pay off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Undergraduate Fall 2019 -- Installment 1 of 3	6/13/19	Unpaid				\$6,008.33	
Undergraduate Fall 2019 -- Installment 2 of 3	7/13/19	Unpaid				\$6,008.33	
Undergraduate Fall 2019 -- Installment 3 of 3	8/13/19	Unpaid				\$6,008.34	

[Pay Next Installment](#)

Success! Enrollment in the plan is complete. An E-mail receipt will be sent with details about the plan installment amounts and due dates.

You may schedule or pay an installment by clicking on the gear icon next to each installment. You may “pay” or “schedule” an installment payment. Once you have scheduled an installment payment, you may “edit” or “delete” it.

You may view the payment plan installments, amounts, and due dates and make or schedule an installment payment at any time from the home page or by clicking on “Payment Plans” at the top of any page in D-Pay.



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**Security Updates:** 1. Add your mobile number to your Personal Profile. You'll receive text alerts when changes are made to your account. 2. Add your mobile number or an alternative E-mail address to your Security Settings. When you make changes to your account, D-Pay will send a unique code by text/E-mail. You will enter that code into D-Pay to save your changes. These alerts and codes are designed to protect your information. Read more about these settings in our new [step-by-step](#) guide.

Please use the [Payment Explanation Form](#) to let us know when you are deducting additional financial aid or other credits from your current statement balance.


Add funds to your [DASH Discretionary Account](#).

**Students:** Please authorize your parents/other payers to view and pay your bills.

New to D-Pay? Click for [step-by-step instructions](#).

Protect your investment: Enroll in the [optional tuition insurance](#) plan for undergraduates and their families.

**Late Payment Fees:** In order to avoid a 1.5% late payment fee, please pay your balance or enroll in a payment plan by the due date on your [eStatement](#).

International Payments: 

Mailing Address: Campus Billing and DartCard Services, Dartmouth College, 6132 McNutt, Room 103, Hanover, NH 03755

Student Account

ID: xxx27K4

Balance \$18,025.00

[View Activity](#) [Make Payment](#)

Payment Plans

Undergraduate Fall 2019 \$18,025.00

Description	Due Date	Amount	Action
Installment 1 of 3	6/13/19	\$6,008.33	
Installment 2 of 3	7/13/19	\$6,008.33	
Installment 3 of 3	8/13/19	\$6,008.34	

Balance Not Included in Plan \$0.00

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
No data available in table						

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Your latest eBill Statement  
(2/1/19) Statement : \$1,600.00 [View Statements](#)

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You will now see a "Payment Plans" section on the home page. The student account balance should equal the amount of the payment plan.

Any payment that is made to the student account applies to the installments sequentially (the first payment applies to the first installment), including partial payments. Changes to financial aid/scholarships are applied proportionally (an increased aid package will result in lower installment payments rather than completely paying off the first installment).

**An important note about recalculation:** The payment plans are recalculated nightly. This means that the installment amounts may change as the student account balance changes (due to new charges, new payments, reversed charges, reversed payments, financial aid changes, and so on). The tight integration between payment plan and the student account enables you and your family to always know exactly what you owe and when it is due. The D-Pay system will send E-mail notices when the installment amounts go up. Recalculation will occur up to 14 days before an installment is due. The pause in recalculation around installment due dates ensures that you can be confident of the installment amount due, regardless of changes in the student account at that time. The [Campus Billing](#) staff will gladly walk you through your account or your student's account so that you understand how a given installment is calculated.