



The Monthly Payment Plan is a program intended to help students who are not able to pay their account in-full by the tuition and fee deadline date. Instead of one large payment, tuition and fees are broken down into equal monthly payments.

Enroll online using
eWeber at weber.edu



WEBER STATE UNIVERSITY

View your student account
information online 24 hours a day!



WEBER STATE UNIVERSITY

Payment Plan Coordinator
Weber State University
(801) 626-6022 Office
(801) 626-7464 Fax
Monday to Friday 8:00 a.m. to 4:00 p.m.
weber.edu/cashiers
E-mail questions to: webpay@weber.edu

Enroll in a Monthly
Payment Plan to make
paying for college more
manageable.

Online Enrollment Instructions

10 Easy Steps

- Step 1:** Log into eWeber online at weber.edu.
- Step 2:** Select the “Student Services” tab.
- Step 3:** Under Financial Services, select “View/Pay Tuition & Fees”.
- Step 4:** Select “Enroll in a Monthly Payment Plan”; click on “I Agree” to be directed to the Student Bill and Payment Suite.
- Step 5:** Select “Enroll in a Payment Plan” tab in the Quick View area.
- Step 6:** Choose a payment plan under “Available Payment Plans” and click on “View Plan”. Click “Continue”.
- Note:** **The down payment option is available when initially setting up your payment plan. ONLY enter a dollar amount if you would like to reduce your overall payments for the plan. Remember this is an additional payment.**
- Step 7:** Click “Display Payment Schedule”.
- Step 8:** Click “Continue”.
- Step 9:** Select or create a new payment method and click “Continue”.
- Step 10:** Review and print a copy of the Payment Plan agreement for your records and click “I agree”.

Frequently Asked Questions

When are Monthly Payment Plans available?

Enrollment in a plan is available at the time of registration prior to the beginning of each semester.

Why sign up for a Monthly Payment Plan?

Signing up for a monthly payment plan is quick and easy. Instead of paying in one large lump sum, payments are spread out equally; making payments more affordable, Monthly payments will be withdrawn **AUTOMATICALLY** from a checking or credit card account set-up online. This eliminates the worry of making payments manually, late payments, and waiting in line or on the phone.

How do I sign up for a Monthly Payment Plan?

Enroll online using eWeber at weber.edu. See the “10 Easy Steps” located in this brochure.

How much does it cost to get set-up in a Monthly Payment Plan?

There is a \$20 (non-refundable) one time set-up fee for each semester to be signed up for a Monthly Payment Plan. This must be paid at the time of enrollment in the plan. There are no additional fees or interest charges, unless a payment is declined by the financial institution.

What happens if a payment is declined by the financial institution?

A student may be automatically dropped from the payment plan program. The entire account balance will be due according to the payment deadlines. The \$20 set-up fee will not be refunded. If elected to re-enroll in a new plan, a \$20 set-up fee will be assessed the for the new plan.

Important Information

Payment dates cannot be altered or deleted. The Monthly Payment Plan is a binding contract with scheduled payment due dates.

Certain fees, independent study, noncredit and miscellaneous charges cannot be set-up on a Monthly Payment Plan.

Payment plans are recalculated once a day to reflect any new changes to student accounts. If a class is added or dropped, the scheduled payments will be adjusted to reflect the change.

The following is an *EXAMPLE* (does not reflect actual cost of tuition and fees) of how payments are recalculated:

The 4 Monthly Payment Plan:
Tuition & Fees: \$1,000.00

Time of Enrollment: \$20.00 (non-refundable set-up fee)
1st Payment: \$250.00

Note: A payment or scholarship for \$150.00 is applied to the student account prior to the next payment due date. The payment or scholarship will be applied to the following payment (2nd Payment).

2nd Payment: \$100.00
3rd Payment: \$250.00
4th Payment: \$250.00

Creating/Updating/Changing Payment Information:

Creating Payment Method:

Follow steps 1 through 4 on the “10 Easy Steps” located in this brochure to be directed to the Student Bill and Payment Suite and proceed as follows:
Select the “My Profiles” tab on the main menu bar.
Select “Payment Profile” on the sub-menu bar.
Add a Payment Method then click “Go”.
Enter account information then click “Save”.

Updating Credit Card/Debit Card Expiration Date:

Click on the “pencil” next to the account needing to be updated. Update the expiration date and click “Save”. No further steps are necessary as long as information has been updated prior to the next payment scheduled due date.

Changing Payment Method:

When the account is not already listed; create a new payment method and proceed to the next step.
If the account is already listed; proceed to the next step.

Select the “Payment Plans” tab on the main menu bar. Next to payment method, click “Change”.

Select the correct payment method from the drop down menu next to “Change Payment Method” and click “Change”.

The process is now complete.