

To sign up for a Payment Plan, sign into your Saints' Student Account Center from the Okta tiles page.

- 1) From the Account Center home page, select Enroll in Payment Plan.

The screenshot shows the Carroll College Student Account Center home page. The header includes the Carroll College logo and navigation links: My Account, My Profile, Make Payment, Payment Plans, Deposits, Refunds, and Help. The user is logged in as [redacted].

Announcement: Welcome to your Saints' Student Account Center. ACNU Summer Term. The 2025 ACNU Summer Payment Plan is now available. Estimated Financial Aid: \$9,500.00. Balance including estimated aid: \$17,331.00.

View Account: Balance: \$26,831.00. Estimated Financial Aid: \$9,500.00. Balance including estimated aid: \$17,331.00. Buttons: View Activity, Enroll in Payment Plan, Make Payment.

Statements: Click the button to view your current account balance and details. Real Time Statement. Your latest eBill Statement (5/31/25) 2025 Summer Semester May Statement. View Statements.

My Profile Setup: Authorized Users, Personal Profile, Security Settings, Consents and Agreements, Electronic Refunds.

Term Balances:

Term	Balance
FALL 2025	\$12,675.00
SUMMER 2025	\$4,656.00

- 2) On the Payment Plan enrollment page, select an eligible term for payment plan set-up, then click Select.

The screenshot shows the Payment Plan Enrollment page. The progress bar indicates the 'Select' step is active. The 'Select a term' dropdown menu is open, showing 'Select Term' and a 'Select' button. A yellow warning message states: 'If plans are available for multiple accounts, you must select both account and term.'

- 3) The name of the payment plan, the number of installments, and any related fees will display. When you are ready to proceed, click Select.

The screenshot shows the Payment Plan Enrollment page with the 'Select a term' dropdown menu set to 'FALL 2025'. A table of available payment plans is displayed below the warning message.

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
2025 Fall STANDARD PAYMENT PLAN (UG,P8,M)	\$50.00	6	\$10.00	Details Select

- 4) The following page will display all details of the payment plan, including the eligible charges and credits which total to the overall balance owed, installment due dates, and the amount of each installment payment. You have the option to pay a down payment below the Eligible Charges and Credits section.

At the bottom, you will choose to either schedule your payments to come out automatically or to go in and make each payment manually. After this selection, click Continue.

2025 Fall STANDARD PAYMENT PLAN (UG,PB,M)

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.

Plan Description

Carroll College offers a payment plan each semester to finance tuition, course fees, room and meal plans. Students on an F1 or J1 Visa and students studying abroad are NOT eligible to participate in a payment plan.

ENROLLMENT: This agreement is between the student and Carroll College. Installment Due Dates for Spring 2025 are: Dec 1st, Jan 1st, Feb 1st, Mar 1st, Apr 1st, May 1st. Payment plans are optional and students must enroll in a new agreement each semester. A student cannot enroll in a Spring 2025 payment plan if a balance is owed.

[Show More](#)

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
FINANCIAL AID- Institutional Scholarships		9,500.00
TUITION	20,835.00	
STANDARD FEES	700.00	
COURSE FEES	640.00	
Payment plan setup fee	50.00	
Balance:		12,725.00

Optional down payment

[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$4,656.00**

Installments	Due Date	Amount(\$)
Installment 1	6/1/25	2,120.83
Installment 2	7/1/25	2,120.83
Installment 3	8/1/25	2,120.84
Installment 4	9/1/25	2,120.83
Installment 5	10/1/25	2,120.84
Installment 6	11/1/25	2,120.83
Total of installments:		12,725.00

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](#)

5)

6) Select the payment method to be used. Online payments may be made by electronic check (ACH) or card. If you do not have a payment method saved on-file, one may be added here. Select Continue. *Please note that a service fee will be added for card payments.

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

Credit Card via PayPath

Back

Cancel

Continue

*Card payments are handled through PayPath®, a tuition payment service.

Or, you may continue without selecting a payment method.

Your account will be billed \$50.00 in plan fees.

Your future installment payments will NOT be scheduled for automatic payment.

You will be responsible for making all payments on time, through this system, or by other means.

Continue Without Payment Method

Electronic Check - Payments can be made from a personal checking or savings account.

- 7) After confirming your payment method, the Payment Plan agreement will display for you to review and agree to. After selecting the agreement checkbox, select Continue to finalize the payment plan.

Payment Plan Agreement

While in Emulate Student mode, you may not enroll in a Payment Plan.

You must accept this agreement to enroll in this payment plan. **You will need to scroll through the agreement and select the checkbox to continue.**

Please read the following agreement carefully before you continue.

School Name: ("School")

Carroll College

School Address:

1601 N Benton Ave

Helena, MT 59625

FEDERAL TRUTH IN LENDING ACT DISCLOSURES

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
0.93%	\$50.00	\$12,675.00	\$12,725.00

I agree to the payment plan agreement.

Scroll through the agreement and select the checkbox to continue.

Print Agreement

Change Payment Method

Cancel

Continue

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the