

Get Ready for the Fall 2024

Semester

How to Sign-up for a Payment Plan

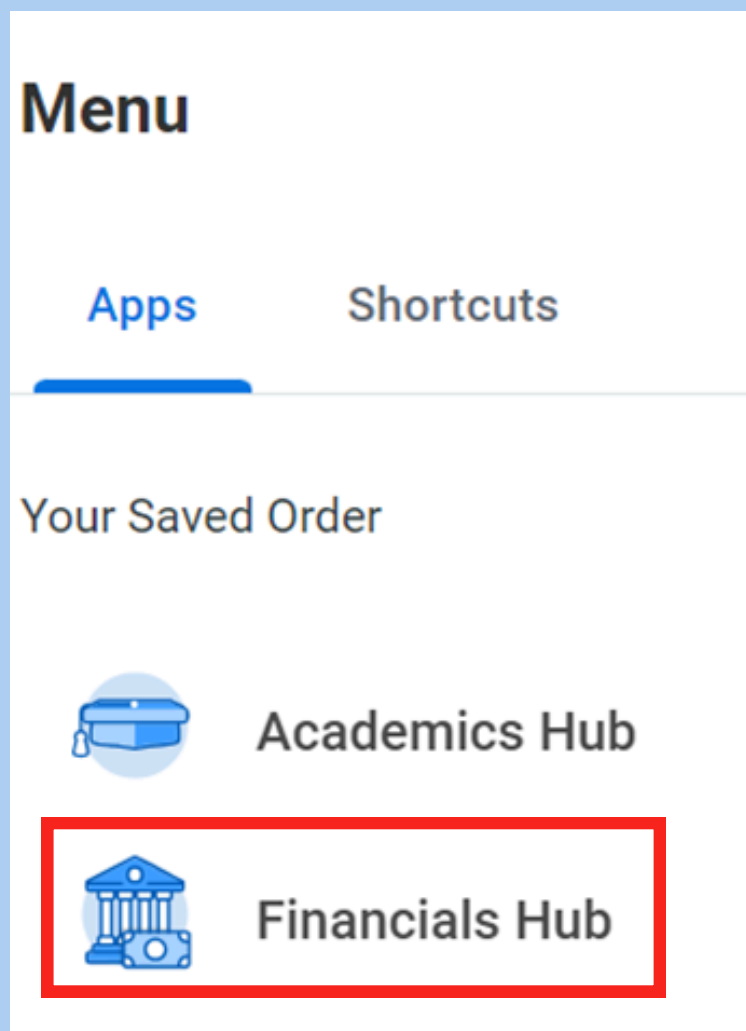


Tips for Fall 2024 Billing in Workday #4

Students: Go to your SU Pay portal via Workday

➔ Go to your Financials Hub


➔ Under Suggested Links select SU Pay- Make a Payment




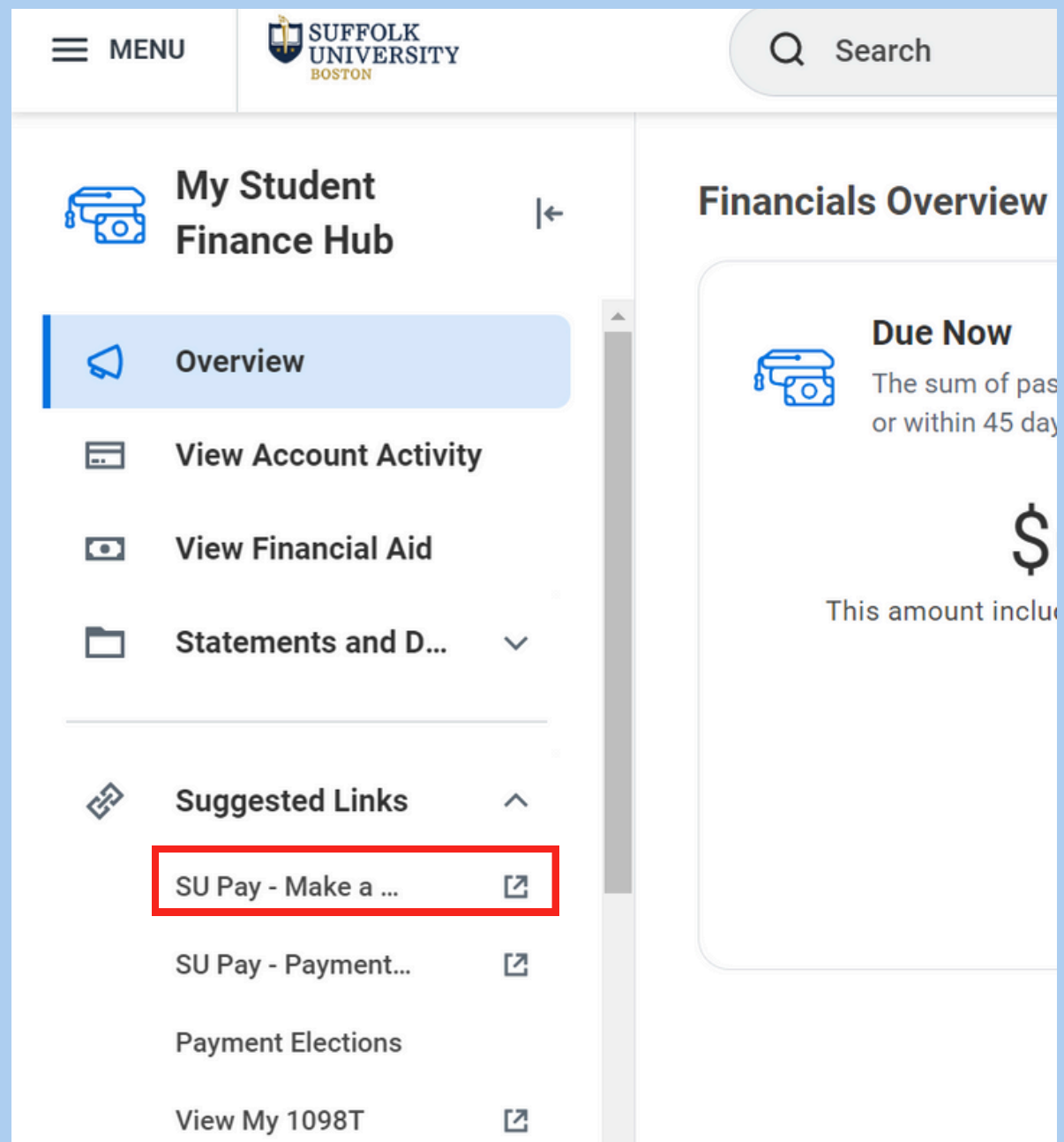
Menu


Apps Shortcuts


Your Saved Order


 Academics Hub


 **Financials Hub**





☰ MENU  SUFFOLK UNIVERSITY BOSTON 🔍 Search


 **My Student Finance Hub** |←

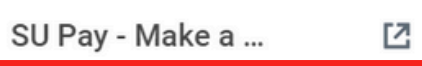
 Overview

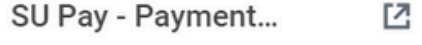
 View Account Activity


 View Financial Aid


 Statements and D... ▾

 **Suggested Links** ^


 **SU Pay - Make a ...** ↗

 SU Pay - Payment... ↗

 Payment Elections

 View My 1098T ↗

Financials Overview

 **Due Now**
The sum of pas
or within 45 day

\$

This amount inclu

Authorized Users: Login to SUPay from the Suffolk website

www.suffolk.edu/payment

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Home / About Suffolk University / Directory / Student Account Services / Payments & Refunds / Payment Methods / SU Pay - Billing & Payment Gateway

SU PAY - BILLING & PAYMENT GATEWAY

Suffolk University's payment site—SU Pay—allows you to view real time student accounts, tuition statements, make online payments, and set up payment plans.

SU Pay Login

Summer 2024 and Fall 2024 student account login

- Students
- Authorized Users

Spring 2024 student account login

- Students
- Authorized Users

Instructions for adding an Authorized User

IMPORTANT: Students logging into SU PAY through the Financials Hub in Workday will need to set up their Authorized Users and give them permission. The information from the previous SU Pay connection is not transferred to the new connection.

About Suffolk University

Directory

- Student Account Services
- Payments & Refunds
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 - [SU Pay - Billing & Payment Gateway](#)
 - Payment Plans
 - International Payments
 - Third Party Billing & Payments
 - Veterans Services

Once on the homepage of SU Pay

➡ Under Student Account ➡ Select Enroll in Payment Plan

The screenshot displays the SU Pay homepage. At the top, the Suffolk University Boston logo and 'SU Pay' are visible. A navigation bar includes 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is divided into three sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section is highlighted with a red box and contains the following text: 'Balance', 'Estimated Financial Aid', and 'Balance including estimated aid'. Below this text are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Enroll in Payment Plan' button is highlighted with a red border. The 'My Profile Setup' section on the right includes links for 'Authorized Users', 'Personal Profile', 'Security Settings', and 'Consents and Agreements'.

Announcement

Welcome to Workday Student SU Pay!

Health Insurance Waiver: To complete a waiver for the upcoming academic year, please visit University Health Plans. The waiver will be processed 5-7 business days from time of submission. For more information on the waiver, please [click here](#).

Authorized Users: Set up your parent or guardian here on Workday SU Pay as an Authorized User to give access to your Workday Student account and make tuition payments.

Contact Us: You may email [studentaccounts@su.edu](#) or call the RAM Center at 617-573-8488.

Student Account

Balance

Estimated Financial Aid

Balance including estimated aid

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Security Settings](#)
- [Consents and Agreements](#)

➔ Select the term

Payment Plan Enrollment

Select Schedule Agreement

Select a term [Select](#)

➔ Select the Payment Plan option

Payment Plan Enrollment

Select Schedule Agreement

Select a term [Select](#)

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2024 - 5 Payments (Auto-calculating)	\$40.00	20.00%	4	\$70.00	Details Select
Fall 2024 - 5 Payments (Estimated)	\$50.00	20.00%	4	\$70.00	Details Select

This will bring you to a screen which shows the payment plan schedule including the down payment amount

 Select Continue

Plan Description

This plan requires a 20% down payment at time of enrollment and 4 monthly installments of 20% each on August 1, September 1, October 1, November 1.

Students and Authorized Users enrolled in this plan will have their term balance auto-calculated. If the term balance increases or decreases due to changes to enrollment or financial aid, the payment plan budget will recalculate.

Plan amounts will stop increasing five days prior to the installment due date.

Scheduled payments are required.

[Show Less](#)

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
2024 Fall		
2024 Fall (Estimated Aid)		

Balance:

Required down payment	<input type="text"/>	
Additional down payment	<input type="text"/>	0.00

[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 **\$0.00**

Installments	Due Date	Amount(\$)
Installment 1	8/1/24	
Installment 2	9/1/24	
Installment 3	10/1/24	
Installment 4	11/1/24	

Total of installments:

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Down payment	Due now	0.00	
Total amount paid:			0.00
Total due now:			

[Back](#) [Cancel](#) [Continue](#)

➔ Select your payment method

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$313.60
Method:

[Back](#) [Cancel](#) [Continue](#)

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

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

➔ Input your Account Information

Select — Schedule — Payment — Agreement

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Amount: \$313.60
Method:

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

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as: (example My Checking)

[Back](#) [Cancel](#) [Continue](#)

Once you click continue the next page will provide you with an overview of the plan

➔ Accept and submit the payment plan agreement



You now successfully enrolled yourself in the payment plan and will receive an email confirmation