DELAWARE VALLEY UNIVERSITY AUTOMATIC WITHDRAWAL PAYMENT PLANS 2015-16

Enrollment start date: April 1, 2015 for annual and fall plans. Enrollment in the spring plan will begin on November 1.

Payment Method: Automatic withdrawal (ACH payment) from checking or savings account

Cost
- Nonrefundable enrollment fee of $100 for single-term plan or $150 for annual plan
- $20 fee charged to bank account if payment is returned
- $50 late fee charged to student account if payment not received in full by due date

Steps to Enroll in a Payment Plan
- Go to the TouchNet website at https://secure.touchnet.net/C23067_tsa/web/index.jsp.
  - Students: Enter your DelVal Login ID and Password in the top Students and Staff login box.
  - Authorized Users: Enter your Authorized User email and Password in the bottom Authorized Users login box.
- Click on the Payment Plans tab on top, then click Enroll Now.
- Choose 2015/FL from the View available plans for term drop down menu and click Select to display available plans.
- From the Select Payment Plan drop down menu, choose the plan in which you wish to enroll and click Select again. Read the detailed plan description and click Continue.
- Enter the Payment Plan Total amount under the Charges column and click Display Schedule. If your plan requires a down payment, enter the Minimum Down Payment amount in the Down Payment box and click Display Schedule again. Click Continue.
- Choose your Payment Method from the drop down menu and click Select.
- Enter your banking information if necessary and the payment method name under which you wish to save it, and then click Continue.
- Read the Payment Plan Agreement, click I Agree on the bottom, and then click Continue.
- Read the Payment Agreement, click I agree to the above terms and conditions, and click Continue. You are now enrolled in the plan.

Important Details
- Enter bank account information accurately: If the bank cannot locate your account when TouchNet attempts to withdraw funds, we will terminate your payment plan. You will need to enroll in a new plan with a new enrollment fee under the terms available at that time, and you will be charged a $50 returned payment fee by DelVal.
- To receive email notifications: Parents who wish to receive payment plan emails must enroll in the plan using their Authorized User credentials instead of the student’s login information. (Students automatically receive payment plan notifications in their DelVal email, no matter who enrolls in the plan.)
- All payments are automatically withdrawn: Down payments and enrollment fees are withdrawn on the day of enrollment. Monthly installments are automatically withdrawn on each scheduled date. Do not make payments on your own unless instructed to do so by the Office of the Bursar. Deposit the correct amount in your bank account before enrollment and before each payment date.
- Balance adjustments are not automatic: Though withdrawals are automatic, your payment plan balance will not automatically adjust to changes in your student account. To adjust future payment amounts, the student must email the Office of the Bursar at bursar@delval.edu at least four (4) business days before the next scheduled automatic withdrawal.
- Annual plans must be based on total year cost: Though TouchNet will not prevent enrollment in an annual plan for less than your annual out-of-pocket cost, you will not be financially cleared if you enroll in an annual plan with an amount that only pays your fall term charges. Please contact bursar@delval.edu or 215.489.2376 if you need assistance to estimate your annual cost.

Enrollment Deadlines
To obtain financial clearance before you arrive on campus, you must enroll in a payment plan or make other arrangements approved by the Office of the Bursar by July 31, 2015.

ANNUAL 2015-16*

<table>
<thead>
<tr>
<th>Last Day to Enroll</th>
<th>Down Payment</th>
<th>Number of Payments</th>
<th>Payment Schedule</th>
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<tbody>
<tr>
<td>April 30</td>
<td>None</td>
<td>12</td>
<td>May 5 – Apr 5</td>
</tr>
<tr>
<td>May 29</td>
<td>None</td>
<td>11</td>
<td>Jun 5 – Apr 5</td>
</tr>
<tr>
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<td>Jul 5 – Apr 5</td>
</tr>
<tr>
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<td>Aug 5 – Apr 5</td>
</tr>
<tr>
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<td>8</td>
<td>Sep 5 – Apr 5</td>
</tr>
<tr>
<td>Sep 11</td>
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<td>7</td>
<td>Oct 5 – Apr 5</td>
</tr>
<tr>
<td>Sep 18</td>
<td>15%</td>
<td>6</td>
<td>Nov 5 – Apr 5</td>
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Enroll online beginning April 1, 2015

<table>
<thead>
<tr>
<th>Fall 2015</th>
<th>Enroll online beginning April 1, 2015</th>
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<tbody>
<tr>
<td>Last Day to Enroll</td>
<td>Down Payment</td>
</tr>
<tr>
<td>April 30</td>
<td>None</td>
</tr>
<tr>
<td>May 29</td>
<td>15%</td>
</tr>
<tr>
<td>Jun 30</td>
<td>20%</td>
</tr>
<tr>
<td>Jul 31</td>
<td>25%</td>
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<tr>
<td>Aug 28</td>
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<tr>
<td>Sep 11</td>
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SPRING 2016

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<td>Last Day to Enroll</td>
<td>Down Payment</td>
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<tr>
<td>Nov 30</td>
<td>None</td>
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<tr>
<td>Dec 31</td>
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<td>Jan 22</td>
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</table>

Updated 03/26/15
I want to enroll in a payment plan, but I'm not the student. How can I log in to TouchNet?

Your student will need to set you up as a new authorized user at [https://secure.touchnet.net/C23067_tsa/web/index.jsp](https://secure.touchnet.net/C23067_tsa/web/index.jsp) by logging in with his or her DelVal login credentials, selecting the Authorized Users tab, entering your email address, and following the instructions. You will receive an email with a temporary password and will log in using the email address and temporary password.

What type of account can I use to pay for my payment plan?
A bank checking or savings account. Select Electronic Check (checking/savings) as your payment method and provide your bank’s name and routing number as well as your account number. No convenience fee is charged. You will save your payment method for future use.

Where do I specify the dollar amount during enrollment?
After you select the payment plan in which you want to enroll, enter the dollar amount in the Payment Plan Total box under the Charges column. If your plan requires a down payment, enter the amount in the Down Payment field. From this screen, you can Display Schedule to view your monthly installment payments. If you wish, you can change the amount and click Recalculate Schedule to see the new installment amounts.

How can I calculate the right amount for my plan?
For annual plans, you must enroll with a dollar amount that pays your fall term out-of-pocket cost plus your expected spring term out-of-pocket cost. For single-term plans, your plan must pay the out-of-pocket cost for the term. If you have not received a tuition statement, if the statement does not include all expected term charges, or if you intend to enroll in an annual payment plan, you will need to estimate the amount of your payment plan. Go to [http://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates](http://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates) for tuition and fees information and [http://www.delval.edu/offices-services/bursars-office/budget-calculation-worksheet](http://www.delval.edu/offices-services/bursars-office/budget-calculation-worksheet) to print a Budget Calculation Worksheet. Based on your anticipated course schedule and financial aid award letter, estimate the amount that you will owe. If you need assistance, contact bursar@delval.edu or 215.489.2376 for a cost estimate.

When will TouchNet withdraw the money from my account?
Enrollment fees are withdrawn on the day that you complete your payment plan enrollment. Monthly payments are automatically withdrawn on the 5th of each month as specified in your plan agreement.

Why doesn’t my withdrawal show in my bank account on the due date?
Though the student’s account is updated immediately, it may take 1 to 3 business days for the withdrawal to be recorded by your bank. You should still ensure that the funds are in the account before enrollment and on each due date.

What if there isn’t enough money in my bank account when TouchNet withdraws my enrollment fee, down payment, or monthly installment?
- TouchNet will charge a $20 nonrefundable insufficient funds fee to your bank account.
- DelVal will charge a $50 late payment fee to your student account.
- TouchNet will try up to two (2) more times to withdraw the funds. If TouchNet is unable to withdraw the funds by the third attempt, your payment plan will be terminated. You must enroll in a new payment plan with an additional enrollment fee under the terms available at that time. The first enrollment fee will also remain on your student account. If no payment plans are available, your remaining account balance will immediately become due.

What if I entered my bank account information incorrectly during enrollment?
- DelVal will terminate your payment plan. You must enroll in a new payment plan with an additional enrollment fee under the terms available at that time. The first enrollment fee will also remain on your student account. If no payment plans are available, your remaining account balance will immediately become due.
- DelVal will charge a $50 late payment fee to your student account.

Will I receive reminders about my monthly payments?
Email reminders are sent only to students and to authorized users who enroll in a payment plan using their authorized user login credentials. If the student’s login credentials are used to enroll in a plan, no authorized users will receive email reminders. Reminders are emailed five (5) days before each installment due date.

Will TouchNet automatically adjust my payments if my tuition account increases or decreases?
No. Please monitor your student account to ensure that your payment plan will cover your balance. To adjust future payments, the student must email bursar@delval.edu from his or her DelVal address at least four (4) business days before the next scheduled withdrawal date.

I didn’t sign up for the right amount, or my student account balance changed after I enrolled. What should I do?
Your down payment cannot be changed after you enroll. To increase or decrease your future monthly payments, contact the Office of the Bursar at bursar@delval.edu or 215.489.2376 at least four (4) business days before your next payment is due.

If I enroll for this term or year, will you automatically enroll me in a new payment plan for the next term or year?
No. You must enroll in a new plan and pay an enrollment fee each term or year.

The last payment plan enrollment deadline is September 18, 2015. Can I wait that long to enroll?
No. The post-July 31 deadlines are only for students who are admitted to DelVal after that date. You must pay your bill in full, enroll in a payment plan, or make other arrangements approved by the Office of the Bursar by July 31 in order to obtain financial clearance. Students who are not financially cleared before arriving on campus will not be permitted to attend classes, move into housing, or participate in athletic practices and games.

Update 03/26/15