University of Kansas Payment Instructions

TouchNet Delegate Instructions

1. Log into the Enroll & Pay Delegate system by following instructions here: [http://registrar.ku.edu/da-delegate-instructions](http://registrar.ku.edu/da-delegate-instructions) (Note: Delegate must have been granted Student Financials access by their student).

2. After logging in, select Campus Finances

3. Click “Pay Tuition, Fees and Other Charges”. Ensure that pop-ups are allowed for this site, and click the green button to proceed.

![Enroll & Pay](image)

4. Click the “Pay Tuition, Housing and Other Charges” button. Login to the TouchNet Payment Delegate system using the credentials previously e-mailed to you from stu.account@ku.edu (Note: Your student must also grant you Payment Delegate access in the TouchNet system).
5. Click the green Make a Payment button in the My Account box, and enter amount to pay and payment information as you navigate the steps.
### Account Payment

**Current Account Status**

Lawrence

| Balance:            | $5,143.35 |

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### Account Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

**Select Payment**

- Current account balance: $5,143.35
- Payment date: 4/5/17

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"Continue"
Select Payment Method

Payment amount: $66.00
Payment Method:
- Select Payment Method
- Electronic Check (checking/savings)
- Credit Card via PayPath *

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.
## University of Kansas Payment Instructions

### Account Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

**Review Details**

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

- **Payment amount:** $56.00
- **Payment type:** Credit Card through PayPath®, a tuition payment service.

By selecting the Continue to PayPath button you are agreeing to the **Terms & Conditions**.

- [Continue to PayPath](#)
- [Back](#)
- [Cancel](#)

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**Welcome to the PayPath Payment Service!**

This service allows you to make credit or debit card payments for University of Kansas student accounts. A non-refundable PayPath Payment Service fee of 2.75% will be added to your payment.

**Transaction Details**

- **Term:** Spring 2017
- **Student Id:** Lawrence
- **Amount:** $56.00

PayPath Payment Service accepts:

- [VISA](#)
- [MasterCard](#)
- [Discover](#)
- [American Express](#)
- [Discover](#)
- [JCB](#)
- [Diners Club](#)
- [Union Pay](#)

- [Continue](#)
- [Cancel](#)
Payment Amount Information
In addition to the amount paid to University of Kansas, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of $3.00.

Payment amount: $56.00

Continue  Cancel

Payment Card Information
PayPath Payment Service accepts:

*Indicates required fields
*Name on card: 
*Card account number: 
*Card expiration date: MM YY
*Card security code: What is this?

Billing Address
Check if address is outside of the United States:
*Billing address: 
*City: 
*State: Kansas (KS) 
*Zip code: 
*Email address: 
*Confirm email address: 
Phone number:

Continue  Cancel
Review Payment Details
Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

- Payment to University of Kansas: $56.00
- PayPath Payment Service Fee: $3.00
- Total payment amount: $59.00
- School name: University of Kansas
- Payer name: [Redacted]
- Email address: [Redacted]
- Phone number: [Redacted]
- Card number: [Redacted]
- Browser internet address: [Redacted]

Terms and Conditions
I hereby authorize charges totaling $59.00 via my credit/debit card. I understand that a PayPath Payment Service fee of $3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Submit Payment  Change Information  Cancel
University of Kansas Payment Instructions

6. Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Please print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.

Thank you for using PayPath Payment Service!
A payment was processed and posted successfully to your University of Kansas account. Please print this page as your receipt and close this payment session. A confirmation email was sent to tprosser@ku.edu

Your credit card statement will reflect two transactions with the following information:
"PayPath University of Kansas" $56.00
"PayPath Conv Fee" $3.00

Receipt Information

Payment to University of Kansas: $56.00
PayPath Payment Service Fee: $3.00
Total payment amount: $59.00

School name: University of Kansas
Payer name: 
Email address: 
Phone number: 
Card: 
Card number: 
Date and time: 
Browser internet address: 
Reference number: 

receipt ID:
The following accounts will receive the corresponding credit:

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Redacted]</td>
<td>$56.00</td>
</tr>
</tbody>
</table>

**University of Kansas Contact Information**

If you have any questions concerning this transaction, please contact University of Kansas at:

- **Contact phone:** 785-864-3322
- **Contact email:** stu.account@ku.edu

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I hereby authorize charges totaling $59.00 via my credit/debit card. I understand that a PayPath Payment Service fee of $3.00 will be charged to my credit/debit card and is not refundable under any circumstances.