



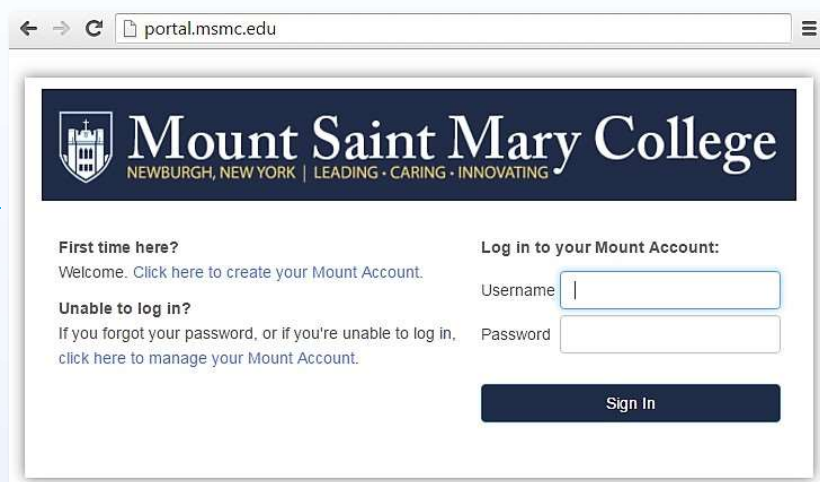
# Mount Saint Mary College



## Monthly Payment Plan (MPP) Quick Enrollment Guide

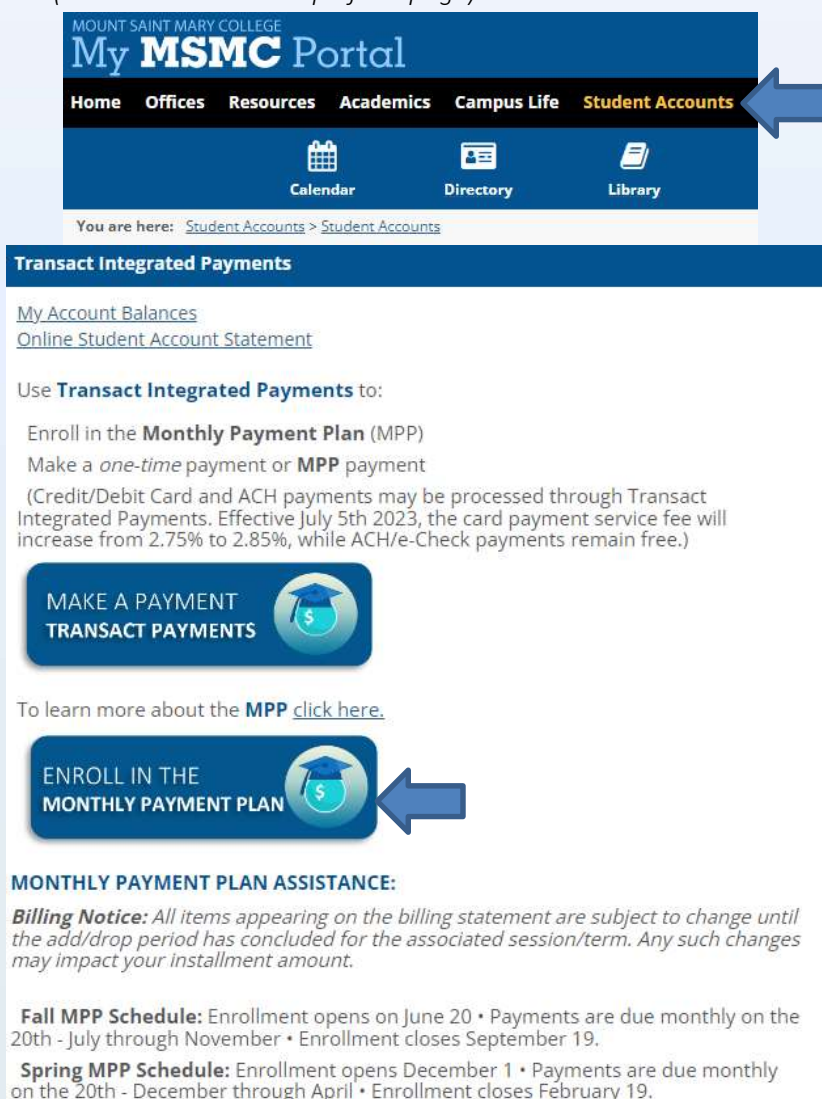
# How to Enroll in the Monthly Payment Plan

Log on to the [Student Portal](https://portal.msmc.edu) at [portal.msmc.edu](https://portal.msmc.edu) using your MSMC Username and Password.



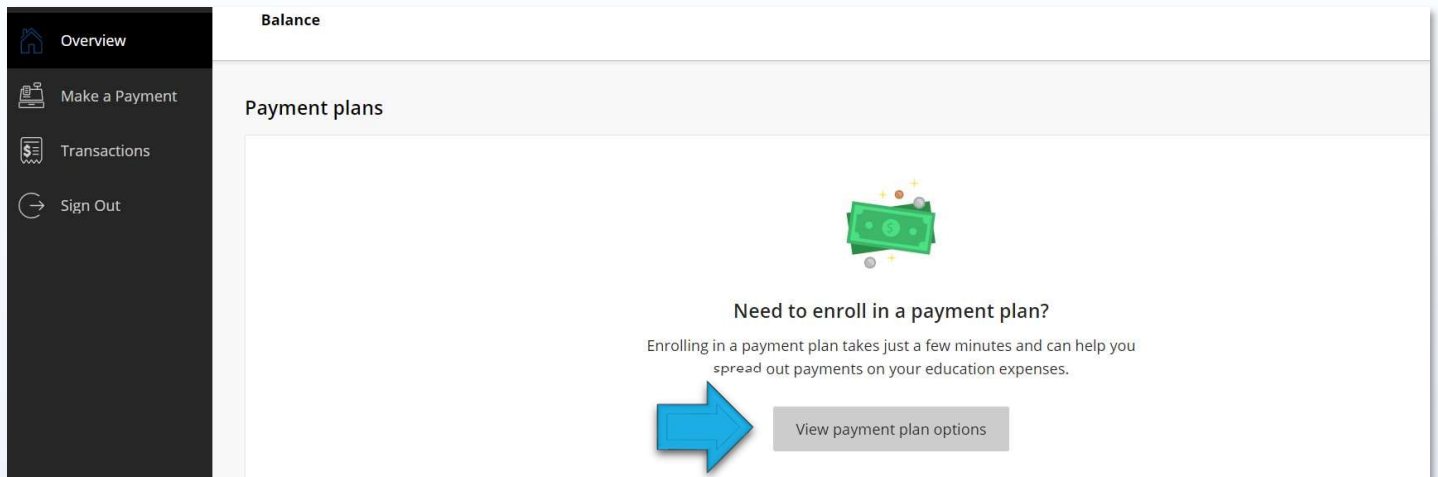
The screenshot shows the login page for Mount Saint Mary College. At the top is the college's logo and name, "Mount Saint Mary College NEWBURGH, NEW YORK | LEADING • CARING • INNOVATING". Below this, there are two main sections. On the left, "First time here?" with a link to create an account, and "Unable to log in?" with a link to manage the account. On the right, "Log in to your Mount Account:" with fields for "Username" and "Password", and a "Sign In" button.

Select [Student Accounts](#) (black ribbon at the top of the page) and click on [Enroll in the Monthly Payment Plan](#).

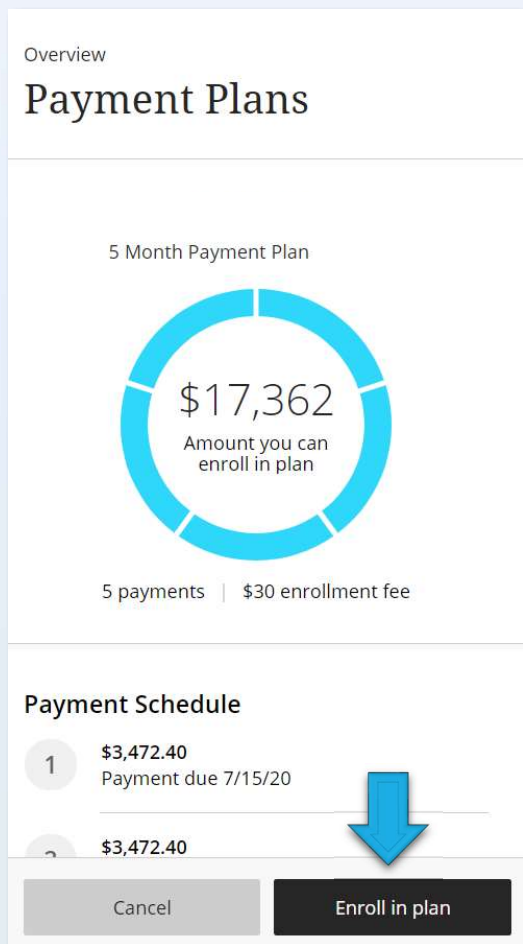


The screenshot shows the "My MSMC Portal" navigation bar with links for Home, Offices, Resources, Academics, Campus Life, and Student Accounts. A blue arrow points to the "Student Accounts" link. Below the navigation bar, the "Transact Integrated Payments" section is visible. It includes links for "My Account Balances" and "Online Student Account Statement". The text states: "Use **Transact Integrated Payments** to: Enroll in the **Monthly Payment Plan (MPP)** Make a *one-time* payment or **MPP** payment (Credit/Debit Card and ACH payments may be processed through Transact Integrated Payments. Effective July 5th 2023, the card payment service fee will increase from 2.75% to 2.85%, while ACH/e-Check payments remain free.)". There are two buttons: "MAKE A PAYMENT TRANSACT PAYMENTS" and "ENROLL IN THE MONTHLY PAYMENT PLAN". A blue arrow points to the "ENROLL IN THE MONTHLY PAYMENT PLAN" button. Below this, the "MONTHLY PAYMENT PLAN ASSISTANCE:" section includes a "Billing Notice" and two schedules: "Fall MPP Schedule" and "Spring MPP Schedule".

Select [View Payment Plan Options](#) from your Overview page.



An overview of the current payment plan will appear. You may scroll through this pop-out to preview the details. Select [Enroll in plan](#) to continue.





Review the terms and conditions, then select [Continue](#).

**Terms and Conditions**

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

I agree to pay the total amount of tuition and fees to Mount Saint Mary College on or before the scheduled due dates. I understand that Mount Saint Mary College may place for collection any delinquent or past due balance incurred. I agree that in this event, I will be responsible for any and all costs of collection. These costs may include late fees, interest, collection costs and/or attorney fees and court costs or any other cost associated with the collection of any delinquent balance owed to Mount Saint Mary College.

I also agree to the Monthly Payment Plan Terms:


A. The first monthly payment shall be paid on or before the scheduled due date, including the processing fee. Failure to make this payment or future payments by the scheduled date will result in late fees and withdrawal from the monthly payment plan.

B. Your monthly payments will be adjusted after enrollment if your student account balance changes. C. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until payment is made in full.

☒ I have read and agree to be bound by the terms and conditions that govern this monthly payment plan.

Cancel

Continue



The first step in enrolling is to pay the one-time MPP enrollment fee of \$30.00. Submit payment using a credit card (AMEX, Visa, Discover, or MasterCard) or bank account. Then enter your name, billing address, credit card/bank information, and click [Continue](#). The enrollment fee is a separate process from enrolling in Auto Pay.

*Please note that the Payment Processing service will add a service charge of 2.85% (fee increase from 2.75% to 2.85% effective as of 7.5.23) to all student account payments using a debit or credit card. You may avoid this charge by making your payment using your bank account.*

Overview

Payment Plan Enrollment

< Agreement

Enrollment fee

How would you like to pay?

Enrollment fee amount

\$30

\* Payment method

Select...

AMERICAN EXPRESS

DISCOVER

MasterCard


MasterCard

VISA

Secure encrypted payment

Cancel

Continue



Review your payment information for accuracy. Then select [Continue](#) to accept the terms and conditions and complete your payment of the MPP enrollment fee by selecting [Pay \\$30](#).


**Last step! Let's make sure we have your correct information.**

**\* Email address**  
  
① Enter a valid email address  
All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

**Summary** [Change](#)  


<b>5 Month Payment Plan</b>	
Enrollment fee	\$30.00
<b>Total</b>	<b>\$30.00</b>

**Payment details** [Change](#)  

<b>Card number</b>	**** * 7353	
<b>Expiration date</b>	01 / 21	
<b>Zip/Postal code</b>	12508	


This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.


Cancel


Pay \$30


You are now enrolled in the Monthly Payment Plan! Now that your enrollment is complete, you may set up Auto Pay or go to your account overview.

[Overview](#)  
**Payment Plan Enrollment**

  
**\$30**  
**Thanks for your payment! You're now enrolled in Fall 2020: 5 Month Payment Plan - Fall 2020**  
First installment: 7/15/20  
Payment amount: \$3,472.40



**Set up auto pay**  
Make your payments on time and avoid late fees!



[Go to overview](#)

You will have the option to set up Auto Pay if you do not want to do it now, but decide to turn it on later.

**If declining the automatic payment option, the student/authorized user must manually submit payment by the 20th of each month to avoid a late fee.**

Upon enabling auto pay, you will receive a payment schedule. If you selected a credit or debit card as your payment method, your service charge will also be indicated on your auto pay schedule.

Service charge

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment by using Transact Campus SmartPay, you will be charged a service charge for each payment as shown below. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

Auto Pay Schedule

1

$\$3,472.40 + \$95.49 \text{ service charge} = \mathbf{\$3,567.89}$

Payment scheduled 7/15/20 | Payment due 7/15/20

2

$\$3,472.40 + \$95.49 \text{ service charge} = \mathbf{\$3,567.89}$

Payment scheduled 8/15/20 | Payment due 8/15/20

3

$\$3,472.40 + \$95.49 \text{ service charge} = \mathbf{\$3,567.89}$

Payment scheduled 9/15/20 | Payment due 9/15/20

4

$\$3,472.40 + \$95.49 \text{ service charge} = \mathbf{\$3,567.89}$


Payment scheduled 10/15/20 | Payment due 10/15/20

5

$\$3,472.40 + \$95.49 \text{ service charge} = \mathbf{\$3,567.89}$

Payment scheduled 11/15/20 | Payment due 11/15/20

☒ I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge for each payment for the use of Transact Campus SmartPay. [View terms and conditions](#)



Continue

With your Monthly Payment Plan successfully setup, you can easily check the status of your account. The [Overview](#) will display your balance, confirm is Auto Pay is active, and let you make payments.

Summary

Month Payment Plan

Auto payment scheduled 7/15/20

Balance

\$17,362.00

\$3,472.40

\$17,362.00

Payment plans

Plan

202110: 5 Month Payment Plan

AUTO PAY

Paid

\$0

Remaining

\$17,362

Recent transactions

No transaction history

Make a payment

## Important Information

- MSMC’s Monthly Payment Plan is available each fall and spring term. Students and guardians who prefer to make installment payments **must re-enroll each term** to participate.
- Payment of the \$30 registration fee confirms enrollment in the current MPP Plan *only*. To activate automatic payments, please refer to the steps noted above.
- We do not recommend enrolling in automatic payments until your billing statement has been finalized and all accepted financial aid is applied.