Student Planning (Bucks Self Service) – New Payment Process

The Student Planning (Bucks Self Service) site has implemented a new payment process for students registering for classes. This will be a more immediate notification for students allowing them to decide how they will pay for their classes.

1. After registering for a class on Self Service, a red banner will appear at the top of the page indicating that arrangements must be made for enrollment to be completed. The message will also appear in the Notifications area in the upper right. Students will click Confirm Registration to proceed.
2. A Make Payment Arrangements page with a Registration Summary will be displayed. This page contains the course that has been registered, the total amount due, and a "terms and conditions agreement of Processing a Class Registration" that must be accepted. Students must place a checkmark at the bottom of the page next to "I agree to the terms…" and click **Accept**.
3. Three options will be presented to the student:
   - **Total Amount Due.** Pay the full amount immediately.
   - **Payment Plan.** If Payment Plan is selected, they will be required to enter a down payment. The amount of the down payment is listed on this page.
   - **In-Person Payments.**
4. Once one of these options are selected, the student must click **Continue**.

5. If a student chooses **In-Person Payments**, they will receive a message about making payment arrangements by the published tuition deadline or within the next 5 business days. Failure to make payment has the potential to lose their registration.
6. If a student choose **Payment Plan**, an overview of the payment plan will be displayed. The payment plan schedule will display all due dates and the amounts due. Students must place a checkmark at the bottom of the page next to “I agree to the terms…” and click **Accept**.
7. Students will be required to make the down payment for their payment plan. The full amount is required. If they choose an amount that is lower, they will not be able to proceed to the following page.
8. All required credit card information can be entered on the payment page to complete the process.

9. Upon completing the payment, a registration confirmation message will be displayed.