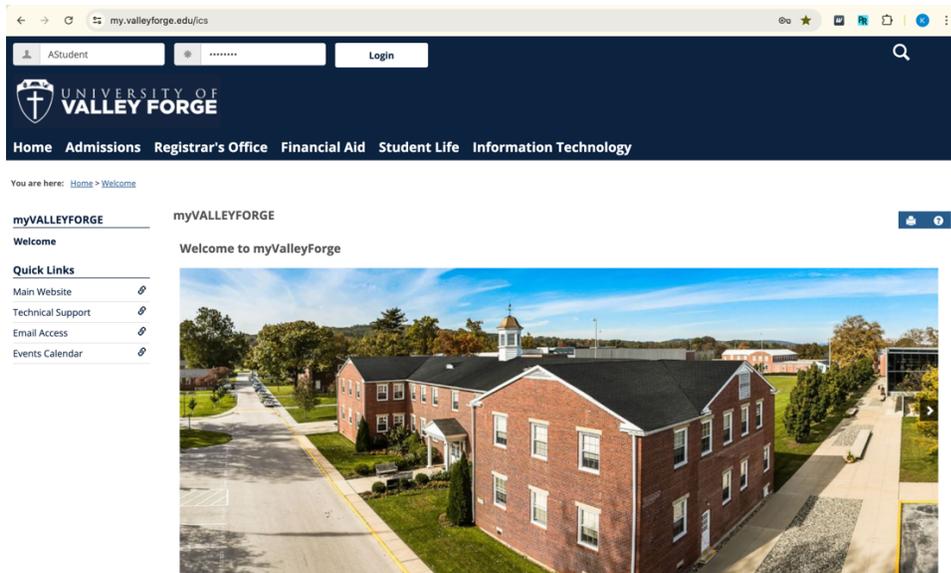
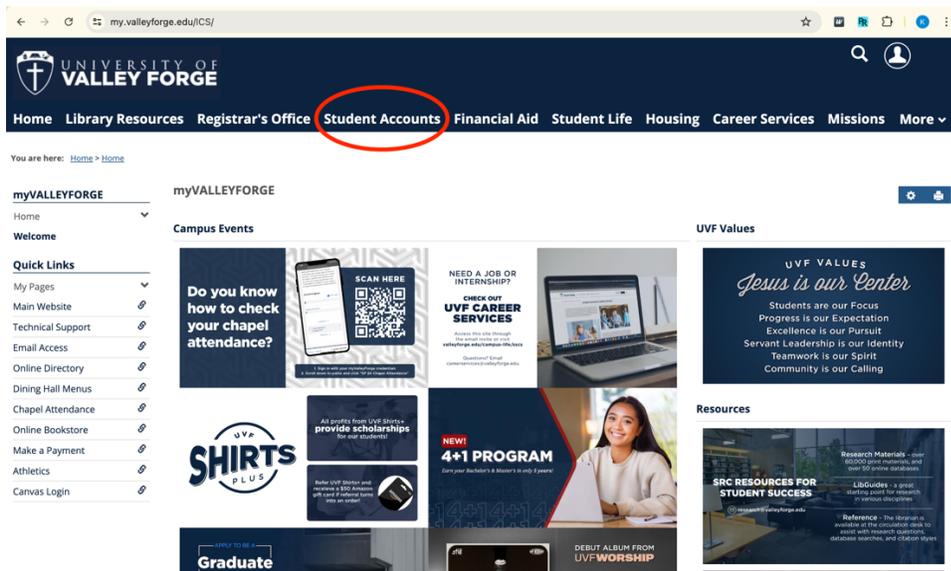


Instructions on Accessing your Bill

Step 1 – Log into <https://my.valleyforge.edu> using your UVF credentials (If you do not have your username or password, your counselor will).



Step 2 – Click on the “Student Accounts” tab, which is found at the top of the page.



Step 3 – Click on the “Billing and Payments” tab that is located the sidebar.

my.valleyforge.edu/CS/Student_Accounts/

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A Christian university education is one of the most important investments you will ever make and UVF is committed to doing everything we can to ensure that it is an investment that yields lifetime benefits. There are many different sources of financial aid available at the University of Valley Forge, including grants, loans and scholarships. We feel that students should receive a quality education and UVF is committed to helping you ease the financial burden of obtaining your degree. Our efforts are directed at minimizing costs without sacrificing personal services or academic programming. We are here to help you find the financing options that will best work for you. Contact FinancialServices@valleyforge.edu to set up your plan today!

Payment Options

Payments can be made directly to the University as follows:

- **Credit/Debit Card** - Visa, MasterCard, American Express and Discover
 - Make payment through your "MyValleyForge" portal
 - Call or visit Financial Services (610) 917-1475
- **Check or Money Order**
 - Make payable to the University of Valley Forge

Note that the Student Accounts page shown above has instructions on making a payment

Step 4 – Click on “Course and Fee Statement.”

my.valleyforge.edu/CS/Student_Accounts/Billing_and_Payments.jnz

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Billing and Payments

Instructions

How to view your statement or make a payment on your account

How to view your statement or make a payment on your account

To view your bill online:

- Click on the Student Account Tab at the top of the page
- Under the Student Accounts box (left), click on *Billing and Payments*
- Under "My Student Information" box (right) Click *Course and Fee Statement*
- Click *Generate my Course and Fee Statement*
- Click *View my Course and Fee Statement*

To make a payment on your account:

- Click on the Student Account Tab at the top of the page
- Under the Student Accounts box (left), click on *Billing and Payments*
- Click *My Account Balances* under the My Account info box (right)
- Click *Make a Payment*
- Enter the amount you want to pay in the "Amount To Pay" box
- Choose Credit Card or E-check
- Enter all information requested and click the "Continue" button at the

My Student Information

[My Account Balances](#)

Course and Fee Statement

Notes on billing statements

Please remember when viewing your statement:

- Your balance due is listed on the statement at the bottom where it says Amount Due
- A negative Amount Due means you have a credit balance (for refund/transfer forms, click [here](#))
- Financial aid items with asterisks (*) in front of them have currently not yet been received by the college
- If you have any questions on your statement, please [contact us](#).

Note that the Billing and Payments page shown above has instructions on setting up a payment plan

Step 5 – Press “Generate my Course and Fee Statement.” The page will load as it generates your bill. Once the page has stopped loading, press “View my Course and Fee Statement.”

The screenshot shows a web browser window with the URL my.valleyforge.edu/CS/Student_Accounts/Billing_and_Payments.jnz. The page header features the University of Valley Forge logo and a navigation menu with items: Home, Library Resources, Registrar's Office, Student Accounts, Financial Aid, Student Life, Housing, Career Services, Missions, and More. Below the header, a breadcrumb trail reads: You are here: [Student Accounts](#) > [Billing and Payments](#) > [My Student Information](#) > [My Student Information](#) > [My Account Balances](#) > [Course and Fee Statement](#). The main content area is titled "Billing and Payments" and includes a sub-section "My Student Information - Course and Fee Statement". A blue warning box states: "This statement may not include all transactions to date; therefore, may result in a different ending balance than you see on My Account Balances. Please check with the Business Office for additional details." Below this, the link "Generate my Course and Fee Statement" is highlighted with a red circle. A left sidebar contains various navigation options: Student Accounts, Home, Billing and Payments, Contact Us, Refunds, Tuition and Fees, FAQs, Financial Literacy, New Student Check-In, Returning Student Check-In, and Quick Links (My Pages, Main Website, Technical Support, Email Access, Online Directory, Dining Hall Menus, Chapel Attendance, Online Bookstore).