

How to Set Up a Payment Plan in MyValleyForge.edu

Follow these easy steps to enroll in a tuition payment plan for the upcoming semester:

Step 1: Log In

- Go to MyValleyForge.edu and sign in with your student login credentials.



#### **Step 2: Go to Student Accounts**

- Once logged in, click on the Student Accounts tab from the main menu.



#### Step 3: Select "New Payment Plans"

- Click on the "New Payment Plans" option to begin the setup process.

You are here: Student Accounts > Home	≌s R	egistrar's Office Student Accounts Financial Aic			
Student Accounts		Student Accounts			
Home Billing and Payments		Investing in a Christian education at the University of Valley Fo			
New Payment Plans		scholarships. We believe in providing a high-quality education earning your degree. Our focus is on keeping costs manageab			
Quick Links		excellence. Let us help you explore the financing solutions tha			
My Pages	~	Financialservices@vaileyiorge.edu to discuss your options too			
Main Website	8	Important links:			
Technical Support	8	Billing and Payments			
Email Access	8	INE Financial Information			
Online Directory	8	Tuition and Foor			
Dining Hall Menus	8	Partiand Dequart Form			
Chapel	8	Return Request Form			
Online Bookstore	8				
Make a Payment	8				
Athletics	8	Contact:			



Step 4: Choose an Undergraduate Plan (Graduate students will see different plan options)

- You'll see options for:
  - 4-month plan
  - 5-month plan
  - 6-month plan
- Click on the underlined heading of your preferred plan.

Student Accounts		New Payment Plans				
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rew Payment Checkout	2211	UVF is in the process of putting this new featu	ne in place. Stay tuned			
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Juick Links						
y Pages	~	Tuition payment plans offer a convenier	nt way to help you manage college expense	s. Instead of paying your college bill for a semest	ter or quarter at once, you can split	your college bills into equal monthly payment
iin Website	8	These plans offer greater flexibility in be	udgeting semester costs to best fit your ne	eds and can be a reasonable alternative to oduca	itten loans if you can afford to pay I	uition, just not in one lump sum.
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		Fall 2025 6-Month Payment	Fall 2025 5-Month Payment	Fall 2025 4-Month Payment		
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#### Step 5: Consent & Submit

- For example, if selecting the 5-month plan:
- Check the box next to "I consent"
- Click Submit to continue

Student Accounts		New Payment Plans
Home Billing and Payments		Payment Plans - Eligible Payment Plan Details 0
iew Payment Checkout		Fall 2025 5-Month Payment Plan Consent
New Payment Plans	~	I understed that payments are the to UVP to the 28th of each month. Latio understed that any missed or late payments will incur a late live of \$25. Payments delegant for now their a month may incur additional consequences as specified in the Student Respirabilities and Tife IV Autorization form.
Quick Links		Viur plan will note complete unit to the payment is made.
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fain Website	8	Submit
echnical Support	8	
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Inline Directory	8	
Ining Hall Menus	8	
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Inline Bookstore	8	
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#### Step 6: Confirm Selection

- You will be prompted to confirm your plan.
- Click the green confirmation button to finalize enrollment.

		New Daumont Dise					
Student Accounts Home Billing and Payments		Payment Plans - Elig	ible Payment Plan Det	ulla			0
New Payment Checkout New Payment Plans	*	Fall 2025 5-Me	onth Payment Pl	lan Consent		r incur addressi consequences as specified in the Du	dert Paspursdollites and Title IV Automation Torm.
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Chapel Online Bookatore Voke a Payment Abletice Canvas Login	8 8 8 8			Vel. consere	Cancel		



#### How to Make Payments

Step 1: Return to Student Accounts / New Payment Plan tab and select "Make Payment":

Student Accounts		New Payment Plans			
Home		Payment Plans - All Payment Plans			
Billing and Payments					
New Payment Checkout New Payment Plans	~	Tuition payment plans offer a convenient of These plans offer greater flexibility in budg	ray to help you manage college expe eting semester costs to best fit your	nses. Instead of paying your college bill for needs and can be a reasonable alternative	a semester or quarter at once, you can split your college bills into er to education loans if you can afford to pay tuition, just not in one lu
Quick Links		Your Payment Plans (1 of 1)			
My Pages	~				
Main Website	8	Fall 2025 5-Month Payment			
echnical Support	8	Plan			
Email Access	8	\$2,652.00 Due 8/28/2025			
Online Directory	0				
Dining Hall Menus	8				
Chapel	8	Make payment			
Online Bookstore	8				
Make a Payment	8				
Athletics	8				

Step 2: Enter the amount next to the month you are paying and select "Continue Payment Checkout":

Year Term Amounts Due

Fall 2025 5-Month Payment Plan		
If you use a credit card, a convenience fee of 1.50% is added.		
Date Due	Amount Due	Payment Amour
8/28/2025	\$2,652.00	2652
Due in 71 days		
9/28/2025	\$2,652.00	0.00
Due in 102 days		
10/28/2025	\$2,652.00	0.00
Due in 132 days		
11/28/2025	\$2,652.00	0.00
Due in 163 days		
12/28/2025	\$2,652.00	0.00
Due in 193 days		
Convenience fee		\$39.78
Total Plan Payment Amount		\$2,691.78
Pay by		Credit card O E-che
Your Total Payment Amount		\$2,691

- IMPORTANT NOTE: Be sure that Payment Plan box is checked (Green box above)
- If you are using a credit card, a convenience fee of 1.50% is added.



Step 3: Insert card information and select "Pay":

lent Accauts	New Payment Checkout	
ng and Payments	Payment Checkout	
Payment Oreckoal	*	
Payment Plans		Order Summary
ck Links		
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al Support.		▲ 1234 5678 9012 3456 Exp.Date • Card Card •
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# For E-Check payment, select the e-check box and fill out the required information:

			Order Summary	
Year Term Amounts Due				
C Academic Year 2025-2026 - Fall Semester	Balance	\$13,260.00	Description AR Payment Invoice Number 25306	Total \$ 2,652.00
Payment Plan Amounts Due			Bank Name	Name On Account *
Fall 2025 5-Month Payment Plan				
If you use a credit card, a convenience fee of 1.50	% is added.		Account Number *	ABA Routing Number *
Date Due	Amount Due	Payment Amount	Bank Account Type	•
8/28/2025 Due in 71 days	\$2,652.00	2652	reisonal checking	
9/28/2025 Due in 102 days	\$2,652.00	0.00	Billing Address	
10/28/2025 Due in 132 days	\$2,652.00	0.00	First Name *	Last Name *
11/28/2025 Due in 163 days	\$2,652.00	0.00	Biling Country • USA	▼ Zip *
12/28/2025 Due in 193 days	\$2,652.00	0.00	Street Address *	City *
Convenience fee		\$39.78	State *	Phone Number
Total Plan Payment Amount		\$2,691.78	Email *	
Pay by				
Your Total Payment Amount A \$39,78 convenience fee is added to credit card pays	ments.	\$2,001.78	Pay	Cancel
Payment date		6/17/2025		
	Continue payment checkout			



### Step 1: Select your payment plan

# You can also set up automatic payments:

nportant: Starting July 2nd, 2025,	JVF will be adding a 1.5% surcharge to all credit card payment:
VF is in the process of putting this new fe	ature in place. Stay tuned
yment Plans	
Tuition payment plans offer a conver	ient way to help you manage college expenses. Instead of paying your o
These plans offer greater flexibility in	budgeting semester costs to best fit your needs and can be a reasonab
Your Payment Plans (1 of 1)	
	-
Fall 2025 5-Month Payment Plan	
<ul> <li>Currently on this plan</li> </ul>	
\$2,652.00 Due 8/28/2025	
Make payment	

## Step 2: Select "Enable Automatic Payments"

#### Payment Plans - Selected Payment Plan Details

Plan Balance			o o nito
\$13,260,00			
\$13,200.00			
Remaining balance			
\$15,200.00			
5 Monthly Payments			
If you use a credit card a	convenience fee of 1.50%	6 is added. A finance charge of \$25.00	
will be applied to overdue	e payment plan balances.		
Date Due	Amount	Make payment	
8/28/2025	\$2,652.00	Due in 69 days	
9/28/2025	\$2,652.00	Due in 100 days	
10/28/2025	\$2,652.00	Due in 130 days	
11/29/2025	\$2,652.00	Due in 161 days	
11/20/2023	\$2 6E2 00	Due in 191 days	
12/28/2025	\$2,032.00	Duo III Ioi duyo	
12/28/2025	\$2,032.00	Duo in tot dajo	
12/28/2025 Fees	\$2,032.00		

\$25.00

Finance charge fee Applied to all payments processed this way

Enable automatic payments



# Step 3: Toggle automatic payments to "On"

	Payment Plans - Selected Payment Plan Details
	Fall 2025 5-Month Payment Plan - Automatic Payments
	This plan has the option to set up automatic payment withdrawa optional.
	Set Up Automatic Payment Withdraw
For questions o	r support, contact the Financial Services Office: 610.917.1475 nancialservices@Valleyforge.edu