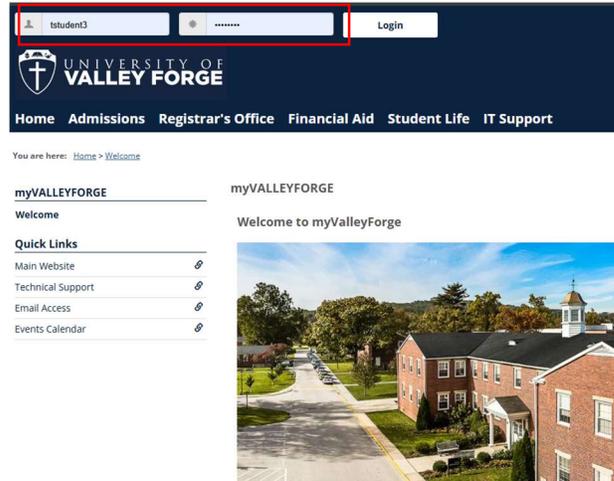


How to Set Up a Payment Plan in MyValleyForge.edu

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

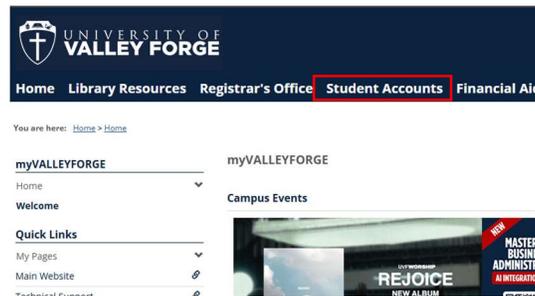
Step 1: Log In

- Go to [MyValleyForge.edu](https://myvalleyforge.edu) and sign in with your student login credentials.



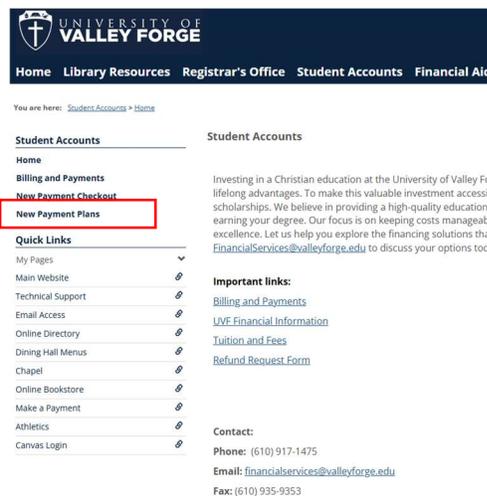
Step 2: Go to Student Accounts

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



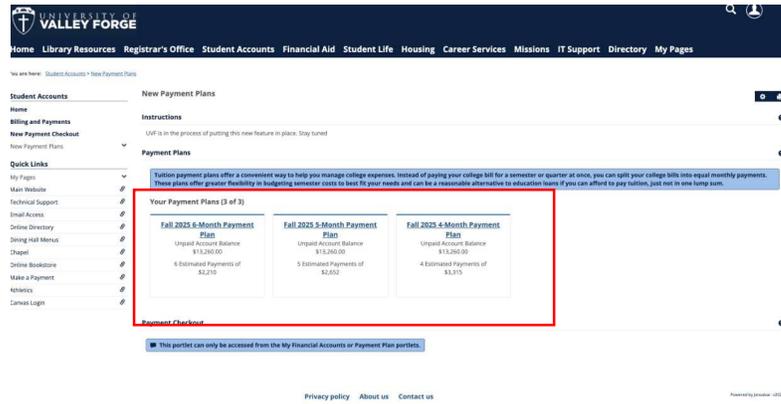
Step 3: Select "New Payment Plans"

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



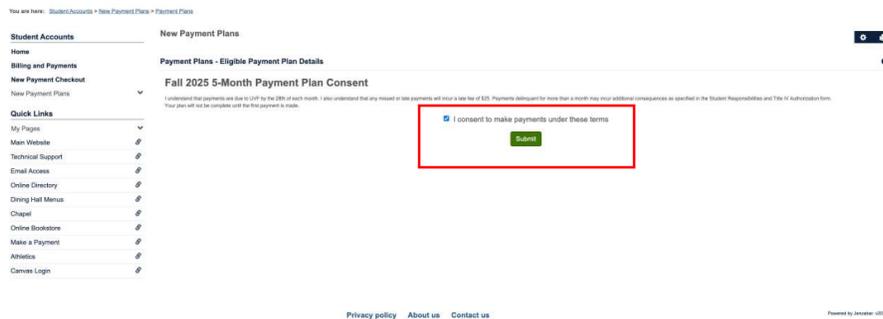
Step 4: Choose an Undergraduate Plan (Graduate students will see different plan options)

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



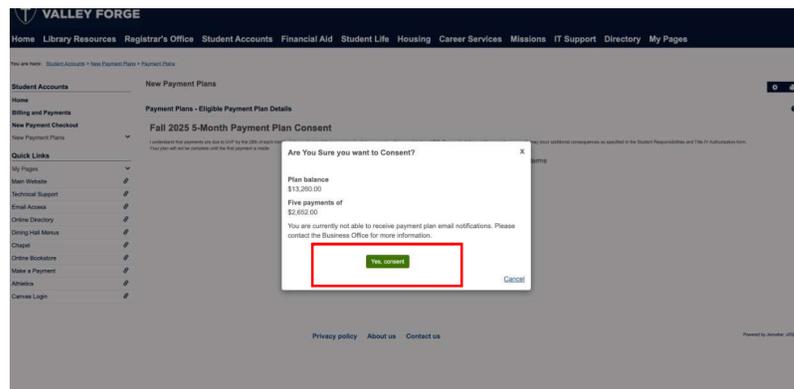
Step 5: Consent & Submit

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



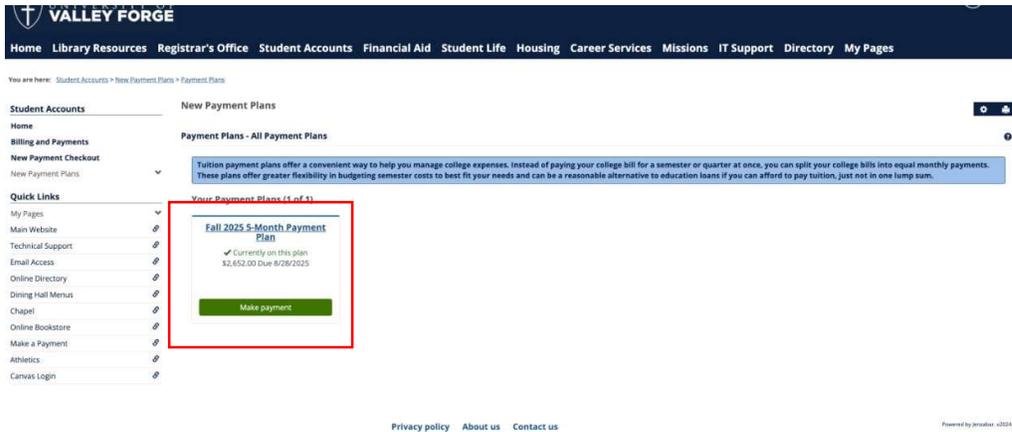
Step 6: Confirm Selection

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



How to Make Payments

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



VALLEY FORGE

Home Library Resources Registrar's Office Student Accounts Financial Aid Student Life Housing Career Services Missions IT Support Directory My Pages

You are here: Student Accounts > New Payment Plans > Payment Plans

Student Accounts New Payment Plans

Home

Billing and Payments Payment Plans - All Payment Plans

New Payment Checkout

New Payment Plans

Quick Links

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Main Website

Technical Support

Email Access

Online Directory

Dining Hall Menus

Chapel

Online Bookstore

Make a Payment

Athletics

Canvas Login

Tuition payment plans offer a convenient way to help you manage college expenses. Instead of paying your college bill for a semester or quarter at once, you can split your college bills into equal monthly payments. These plans offer greater flexibility in budgeting semester costs to best fit your needs and can be a reasonable alternative to education loans if you can afford to pay tuition, just not in one lump sum.

Your Payment Plans (1 of 1)

Fall 2025 5-Month Payment Plan

✓ Currently on this plan
\$2,652.00 Due 8/28/2025

Make payment

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

Year Term Amounts Due

Academic Year 2025-2026 - Fall Semester Balance \$13,260.00

Payment Plan 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 Amount
8/28/2025 Due in 71 days	\$2,652.00	2652
9/28/2025 Due in 102 days	\$2,652.00	0.00
10/28/2025 Due in 132 days	\$2,652.00	0.00
11/28/2025 Due in 163 days	\$2,652.00	0.00
12/28/2025 Due in 193 days	\$2,652.00	0.00
Convenience fee		\$39.78
Total Plan Payment Amount		\$2,691.78

Pay by Credit card E-check

Your Total Payment Amount \$2,691.78

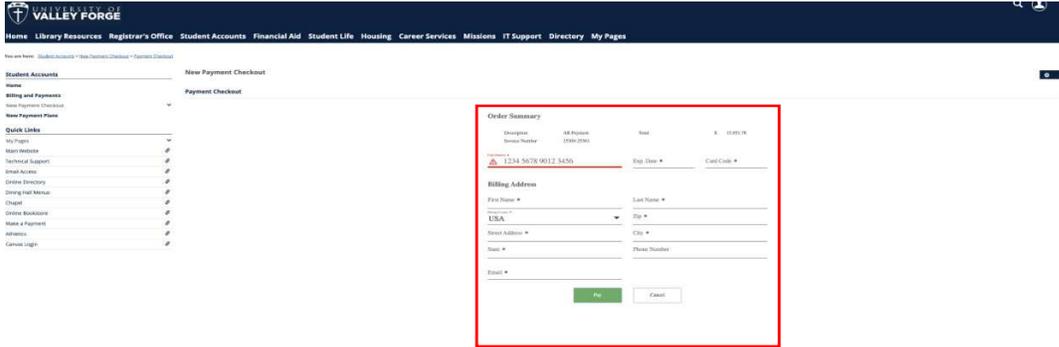
A \$39.78 convenience fee is added to credit card payments.

Payment date 6/17/2025

Continue payment checkout

- **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":



For E-Check payment, select the e-check box and fill out the required information:

Year Term Amounts Due

Academic Year 2025-2026 - Fall Semester Balance \$13,260.00

Payment Plan 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 Amount
8/28/2025 Due in 71 days	\$2,652.00	<input type="text" value="2652"/>
9/28/2025 Due in 102 days	\$2,652.00	<input type="text" value="0.00"/>
10/28/2025 Due in 132 days	\$2,652.00	<input type="text" value="0.00"/>
11/28/2025 Due in 163 days	\$2,652.00	<input type="text" value="0.00"/>
12/28/2025 Due in 193 days	\$2,652.00	<input type="text" value="0.00"/>
Convenience fee		\$39.78
Total Plan Payment Amount		\$2,691.78

Pay by Credit card E-check **\$2,691.78**

A \$39.78 convenience fee is added to credit card payments.

Payment date 6/17/2025

[Continue payment checkout](#)

Order Summary

Description	AR Payment	Total
Invoice Number	25306	\$ 2,652.00

Bank Name

Account Number *

Bank Account Type
Personal Checking

Name On Account *

ABA Routing Number *

Billing Address

First Name *

Billing Country *
USA

Street Address *

State *

Email *

Last Name *

Zip *

City *

Phone Number

You can also set up automatic payments:

Step 1: Select your payment plan

Instructions

Important: Starting July 2nd, 2025, UVF will be adding a 1.5% surcharge to all credit card payments.

UVF is in the process of putting this new feature in place. Stay tuned

Payment Plans

Tuition payment plans offer a convenient way to help you manage college expenses. Instead of paying your college tuition all at once, these plans offer greater flexibility in budgeting semester costs to best fit your needs and can be a reasonable

Your Payment Plans (1 of 1)

Fall 2025 5-Month Payment Plan

✔ Currently on this plan
\$2,652.00 Due 8/28/2025

Make payment

Payment Checkout

ⓘ This portlet can only be accessed from the My Financial Accounts or Payment Plan portlets.

Step 2: Select "Enable Automatic Payments"

Payment Plans - Selected Payment Plan Details

Fall 2025 5-Month Payment Plan ⓘ [Contact](#)

Plan Balance
\$13,260.00

Remaining balance
\$13,260.00

5 Monthly Payments

If you use a credit card a convenience fee of 1.50% is added. A finance charge of \$25.00 will be applied to overdue 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
11/28/2025	\$2,652.00	Due in 161 days
12/28/2025	\$2,652.00	Due in 191 days

Fees

Credit card convenience fee Applied to all payments processed this way	1.50% of payment amount
Finance charge fee Applied to all payments processed this way	\$25.00

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 withdraw optional.

Set Up Automatic Payment Withdraw

Off

Continue

For questions or support, contact the Financial Services Office:
610.917.1475
Financialservices@Valleyforge.edu