

## Pay Online

**PAY ONLINE** with e-check or credit/debit card through Enroll & Pay. An e-check is an electronic withdrawal from a checking or savings bank account. No additional fee is charged for online e-check payments unless the check is returned unpaid to the university. Unpaid checks are charged a \$30 non-refundable fee. There is a convenience fee of **2.85%** assessed on each credit/debit card transaction. To avoid non-refundable late payment fees, online payments must be processed by the appropriate due date. To pay online:

### Student Instructions

1. Log into the [Enroll & Pay system](#)
2. Under Main Menu, select “Campus Finances”
3. Click the “Make Payment--Recharge KU Card” link. (Ensure that pop-ups are allowed for this site).
4. Click the green “Pay Tuition, Housing and Other Charges” button. (You may need to select your Campus Identity Provider, University of Kansas – Lawrence or University of Kansas Medical Center).
5. Click the green “Make Payment” button in the Student Account box, enter amount to pay and click “Continue”, choose your payment method and click the “Select” box, then enter financial information to proceed.
6. Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Please print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.

### Delegate Instructions

**(NOTE:** in order to make payments, your student must grant you Delegate access on two sites; Enroll & Pay **and** TouchNet).

1. Log in to the Enroll & Pay Delegate site at [delegate.ku.edu](http://delegate.ku.edu) using the credentials you received via email from [registrar@ku.edu](mailto:registrar@ku.edu) titled “Message from your student”. Instructions can be found here: <http://registrar.ku.edu/da-delegate-instructions> (**Note:** Delegate must have been granted Student Financials access by their student).
2. Using the Main Menu, select “Enroll & Pay”, then “Campus Finances”, then click on the Make Payment—Recharge KU Card link.
3. Click the green “Pay Tuition, Fees and Other Charges” button to proceed. (This opens a new tab/window, so ensure that pop-ups are allowed for this site).
4. Login to the TouchNet Payment Delegate site using the unique set of credentials you received via email from [stu.account@ku.edu](mailto:stu.account@ku.edu) titled “You have been given access”. (**Please note:** this temp password is different from your Enroll & Pay Delegate temp password. If you wish, you are allowed to make your permanent password here match the Enroll & Pay Delegate password you set earlier).
5. Click the green “Make Payment” button in the Student Account box, enter amount to pay, choose your payment method and click the Select box, then follow the instructions on screen to enter your financial information.
6. Once the payment is processed, you will see a receipt. In addition, you will receive an email with information about your payment. You may print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.