Pay Online

**PAY ONLINE** with echeck or credit card through Enroll & Pay. An echeck is an electronic withdrawal from a checking or savings bank account. No additional fee is charged for online echeck payments unless the echeck is returned unpaid to the university. Unpaid echecks are charged a $30.00 non-refundable fee. There is a technology fee of 2.75% assessed on each credit card/debit card transaction. To avoid non-refundable late payment fees, online payments must be processed by the appropriate due date. To pay online:

**INSTRUCTIONS FOR STUDENTS**

1. Log into the Enroll & Pay system
2. After logging in, 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 a Payment button in the My Account box, and enter amount to pay and payment information as you navigate the steps.
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.

**INSTRUCTIONS FOR DELEGATES**

1. Log into the Enroll & Pay Delegate system by following instructions here: http://registrar.ku.edu/da-delegate-instructions (Note: Delegate must have been granted Student Financials access by their student).
2. After logging in, select Campus Finances
3. Click the Make Payment–Recharge KU Card. Ensure that pop-ups are allowed for this site.
4. Click the green “Pay Tuition, Housing and Other Charges” button.
5. Login to the TouchNet Payment Delegate system using the credentials previously e-mailed to you from stu.account@ku.edu (Note: Your student must also grant you Payment Delegate access in the TouchNet system).
6. Under “My Account”, click the green Make a Payment button, and enter amount to pay and payment information as you navigate the steps.
7. 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.