#### Revised 05/20/2024

# Make A Payment

This job aid demonstrates how to make a payment for a student account.

### How to make a payment for a student account

Follow the steps below to make a payment on your student account

- 1. Log into Workday.
- 2. Select the Student Financial tab.



3. Select Make a Payment.



### 4. Select Make a Payment.

view & Pay Accounts		
PAYMENT DUE DATES: Tuition, housing, meal plans, mandatory fees, mu	isic fees, health insurance, and vehicle registration charges have the following d	lue dates:
Fall - August 1 <sup>st</sup> Spring - December 1 <sup>st</sup> Summer - June 1 <sup>st</sup> Summer, Online Counseling & Human Serv	ices - May 1 <sup>st</sup>	
Due dates are consistent from year to year.		
Balances that carry forward from one billing state	ement to the next still follow the due dates as listed above.	
Readmits, late admits, transfers or students who	register after the due date must pay at the time of admission.	
To transfer student account credit balances to De	acon Dollars, please contact Student Financial Services directly.	
If there are questions, please contact Student Fir	ancial Services at (336) 758-5234 or sts@wfu.edu	
WFU Workday Campus Tuition Tr	ansactions Details	Make a Payment
S Current Activity	Current Activity Details	
Current Balance:	\$27.00	

 Select to either pay the Current Balance or Pay Other Amount (type in the amount you would like to pay if selecting Pay Other Amount).





Make Payment	Payment Information	2 Payment Method
Paying WFU Workday Campus Required fields are marked with an *	Tuition Transactions	
Select Amount to Pay *		
O Current Balance Due: \$27.00		
Pay Other Amount		
How much would you like to pay? *		
\$ 2.00		
	Total amount to pay:	\$2.00
	Next - Pay	ment Method
ect anter aChack inf	ormation unless you are	making an

6. international payment (international options are CIBC International Student Pay or Flywire).

## Make Payment

1 Payment Information

Select A Payment Method	
eCheck	
+ enter eCheck information	
International payments 💡	
○ CIBC International Student Pay	
◯ Flywire	

7. Fill in all \*Required Information.

nter ECheck Payment Inf equired fields are marked with an *	ormation	
Bank Account Details		
Account Holder Name *		
Account Type * O Checking	○ Savings	
Routing Number *		
	0	
Account Number *		
	0	
Confirm Account Number *		
		3
Would you like to save account	unt information into a Paymen	nt Profile? 💡
Would you like to save accord Save Profile	unt information into a Paymen	it Profile? 😧
Would you like to save accord Save Profile Profile Name Iing Address	unt information into a Paymen	nt Profile? 🥑
Would you like to save accord Save Profile Profile Name Iing Address Country *	unt information into a Paymen	nt Profile? 🕢
Would you like to save accord Save Profile Profile Name Ling Address Country *	unt information into a Paymen	nt Profile? 🥑
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#### **Payment Information Recap**

Contact Information A email receipt will be sent to the following email address(es).  Primary Email ane@itest test Primary Email ane@itest test Primary Email Primary Ema	
An email receipt will be sent to the following email address(es).  Primary Email:  pane@test.test Phone Number 1 *   Phone Number 2 *   Phone Number 2 *   Total Amount Paying WFU Workday Campus Tution Transactions S2.00  Authorization  y checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law  Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting	Contact Information
Primary Email: ane@test.test Phone Number 1 * Phone Number 1 * Phone Number 2 * Total Amount Paying WFU Workday Campus Tutlion Transactions S2.00 Authorization By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. C Authorize Payment Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting	An email receipt will be sent to the following email address(es).
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Phone Number 2 *  Total Amount Paying WFU Workday Campus Tuttion Transactions S2.00  Authorization  By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.  D Authorize Payment Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting Note: Once you submit the above payment.	Phone Number 1 *
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Authorization By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.  Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancet the payment none submitted, you are responsible for contacting your financial institution to remuest a Shon Payment for Ston Payment for the may result has the avage that the Ston Payment for the must resch your financial institution to remust a Shon Payment for Ston Payment for	Paying WFU Workday Campus Tuiltion Transactions \$2.00
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Authorize Payment Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution of to your account having been	By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.
Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution of to your account having been	Authorize Payment
	Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Total amount to pay: \$2.00

Submit Payment for \$2.00

#### 8. Select Submit Payment.

Payment Information Recap

An email receipt will be sent to the following email address(es)	
Primary Email: ane@test.test	
Phone Number 1 *	
Phone Number 2 *	
Total Amount	
Paying WFU Workday Campus Tuttion Transactions	\$2.00
Authorization	
By checking the Authorize Payment checkbox, you authorize acknowledge that the origination of ACH transactions to my a	the Merchant, or its Agent, to initiate a debit entry to the account indicated above and to debit the same to such account account mist comply with the provisions of U.S. Law.
	Authorize Devident
	Autorize Payment

Total amount to pay: \$2.00

Submit Payment for \$2.00

9. After submitting a payment, a receipt will be displayed.

J Workday Campus Tuition Authorized P	ayer : Payment Summary		
onfirmation Number:	Payment Date:	May 14, 2024 at 11:52 AM, EDT	
5001604109	Effective Date:	May 14, 2024	
Fotal Amount Charged:	Account:	WFU Workday Campus Tuition Transactions	
\$2.00	Current Balance Due	\$27.00	
Payment Method:	Payment Amount:	\$2.00	
CHECKING ending with 0018	Holder's Name:	Test	
	Routing Number:	122105278	

**10.** Click on the **Printer Image** in the righthand corner to download or print a receipt.

Payment Confirmation			🔒 Print
WFU Workday Campus Tuition Authorized Pa	ayer : Payment Summary		
Confirmation Number: 5001604109	Payment Date:	May 14, 2024 at 11.52 AM, EDT	
Total Amount Charged:	Account:	WFU Workday Campus Tution Transactions	
\$2.00	Current Balance Due	\$27.00	
Payment Method:	Payment Amount:	\$2.00	
CHECKING ending with 0018	Holder's Name:	Test	
	Routing Number:	122105278	



