

# What is an Automatic Monthly Payment Plan?

An Automatic Month Payment Plan is a payment method with **automatic electronic payments** from domestic bank **checking or savings accounts**.

*(Credit and debit cards are not accepted by the online program)*

- Payment plans are offered per semester (Fall - starting July 1<sup>st</sup> and Spring - starting December 1<sup>st</sup>) for Traditional Undergraduates
- Enrollment fee is \$60

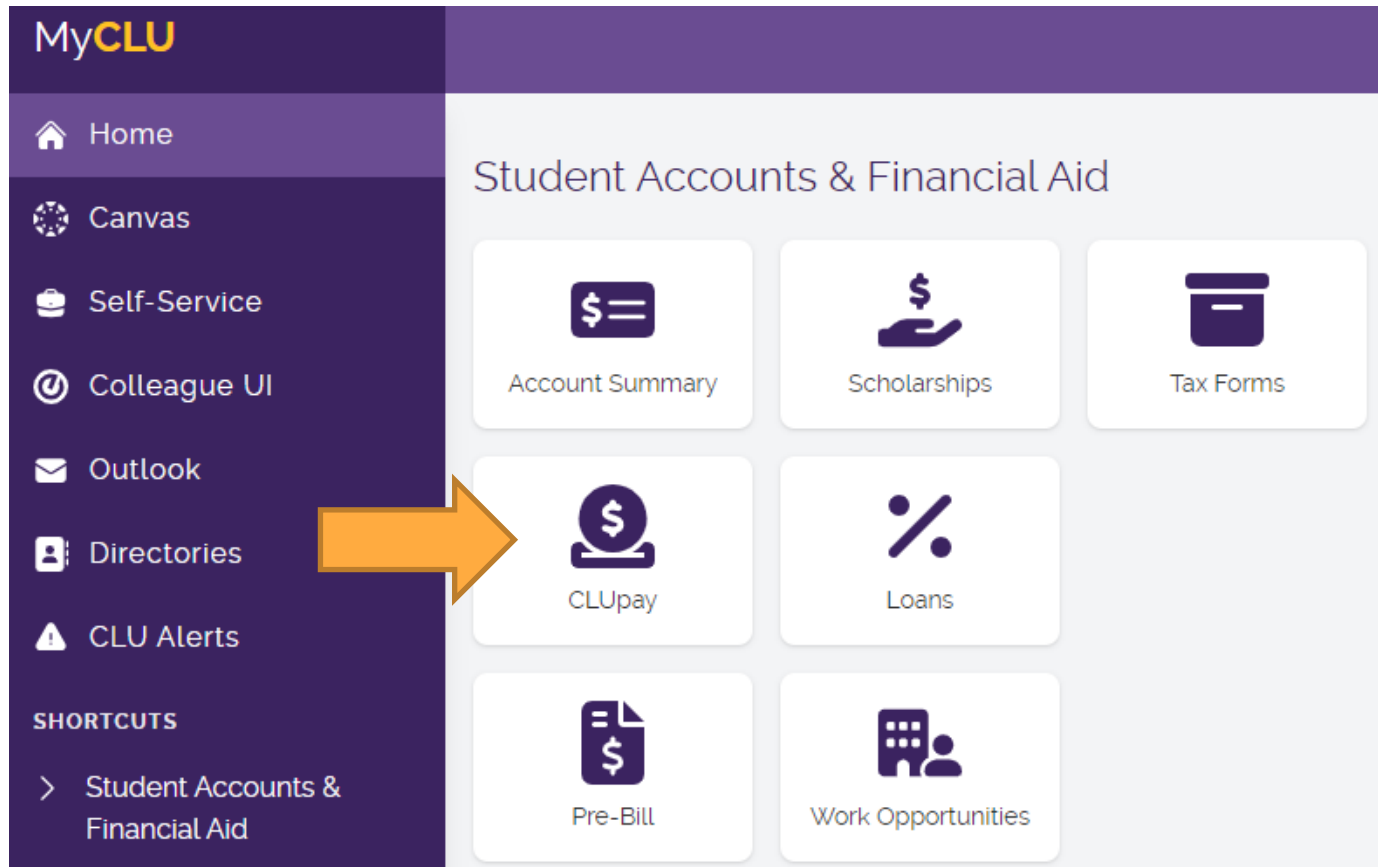
# How do I sign up for an Automatic Monthly Payment Plan?



**Follow the steps on the  
upcoming slides**

1:

Log into MYCLU → Home Page → under Student Accounts & Financial Aid → Click CLUPay button



# 2:

On the Overview page of CLUPay, you will find “Need to enroll in a payment plan?” Click on “View payment plan options”



## Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)



# 3:

From the right hand side, a panel will slide out. Click on the “use payment plan calculator”

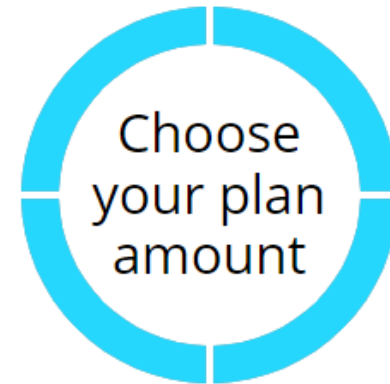
- Option 1 is for Semester Plan

Overview

## Payment Plans

### No Term

UNDERGRADUATE 2024 Fall Payment Plan



4 payments | \$60 enrollment fee

### Choose an amount

This plan requires that you use our payment plan calculator to help choose your ideal plan amount.

Use payment plan calculator

**4:** The following panel is the details of the charges and credits of the student's account. The information can be found the Pre-Bill and financial aid award portal.

The total of the payment plan should equal the estimated balance due to CLU on the Pre-Bill.

# 4:

The following charges will need to be entered by you: Room, Meal (Board), Other Fees, Accepted Financial Aid, Additional Cash Payments (if any), and Current Credit Balance on Your Account (if any).

Once all the information is entered, click on the Continue Button

The screenshot shows a 'Payment Plan Calculator' form with the following fields and values:

- Fall Semester Tuition: \$25,875.00
- ASCLU Fee: \$140.00
- Technology Fee: \$140.00
- Wellness Fee: \$125.00
- Book Pass: \$210.00
- Room: \$4,500.00 - Standard
- Meal Plan: \$3,905.00 - 19+ Meal Plan
- Other Fees (ex. Music or STAR): \$0.00
- Accepted Financial Aid: Fall: \$25,000.00
- Additional Cash Payments: \$0.00
- Current Credit Balance on Your Account: \$0.00

At the bottom, the 'Calculated plan amount' is \$9,895. The 'Continue' button is highlighted with an orange arrow.

# 5:

The first panel returns, but has the payment schedule listed out. Click on “Enroll in plan”

**\* Plan amount**

\$9,895.00 ⓧ

*Minimum \$500 | Maximum \$50,000*

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**Payment Schedule**

- \$2,473.75**  
Payment due at time of enrollment

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- \$2,473.75**  
Payment due 9/25/24

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- \$2,473.75**  
Payment due 10/25/24

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- \$2,473.75**  
Payment due 11/25/24

**Auto pay required:** When you set up auto pay, all scheduled payments will occur on the payment plan due dates.

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**Plan Details**

**Enrollment fee:** *There is an enrollment fee of \$60, due upon enrollment, to participate in this plan. This fee covers costs associated with the administration of the plan, and is in addition to the plan amount of \$9,895.*

Cancel **Enroll in plan** 



# 6:

This is the first Payment Plan Enrollment page which lists the total due and the payment schedule. It also list the Terms & Conditions of the plan.

Click on the box and enter the student's ID number.

Lastly, click on the Continue button.

Step 1 of 4: Agreement

1-2-3-4

\$9,895

You've opted to enroll this amount in No Term: UNDERGRADUATE 2024 Fall Payment Plan

Review the payment schedule and terms and conditions below.

**Payment Schedule**

1	\$2,473.75	Payment due at time of enrollment
2	\$2,473.75	Payment due 9/25/24
3	\$2,473.75	Payment due 10/25/24
4	\$2,473.75	Payment due 11/25/24

**Terms and Conditions**

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

California Lutheran University reserves the right to withdrawal students from monthly payment plans due to NSF (non-sufficient fund) payments. Withdrawal from a non-completed payment plan may result in interest charges of 0.83% each month on unpaid balances, course and housing cancellation, and account holds.

I understand and agree to the above terms and conditions.

\* Enter CLU ID Number in box below.

Minimum 3 digits | Maximum 15 digits

Cancel Continue

# 7:

This is the second Payment Plan Enrollment page which list the payment due at time of enrollment – first payment plus enrollment fee.

Click on Continue button

Step 2 of 4: Pay amount

< Agreement ✓ 2 3 4

Payment due at time of enrollment  
\$2,533.75

No Term: UNDERGRADUATE 2024 Fall Payment Plan

Enrollment fee	\$60
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No Term: UNDERGRADUATE 2024 Fall Payment Plan

\$2,473.75  
Amount due now

Plan amount \$9,895

First payment	\$2,473.75
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Payment \$2,533.75

Cancel Continue




# 8:

This is the third Payment Plan Enrollment page where you enter the bank account information for the payment. If you have a bank account on file, it will show under Payment Method. To choose the saved bank account, click on the box with the bank account's nickname.

To add a new bank account, fill out the information below the blue box. Also listed here are the terms and conditions or the bank account withdrawal and Auto Pay (shown on next slide). Please check the two boxes.


Lastly, click on Continue button.

**Payment amount**  
\$2,533.75


 **Auto pay is required**  
The payment method you select will also be used for auto pay.

**\* Payment method**

New bank account


 **Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.


**\* Account holder name**

 *Account holder name required*


**\* Account type**

Checking  
 Savings

**\* Routing transit number** 

**\* Bank account number**       **\* Confirm bank account number**

**Bank account nickname** 

*Maximum 17 characters*

# 8:

(continued)

## PLEASE NOTE:

The monthly payment plan does NOT accept credit or debit cards. Debit card numbers are NOT the bank account numbers.

Any returned payments will be charged \$35 returned payment fee and a Business Office hold on the student's account,

### Bank account terms and conditions

By checking the box below, I authorize California Lutheran University to withdraw the payment for the amount indicated from my bank account. I certify that I am an authorized user of this account and will not dispute transactions with my bank; so long as the transactions correspond to the terms indicated herein. I have the authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date. I agree to notify California Lutheran University in writing of any changes to my account information or termination of this authorization at least 15 days prior to the next billing date. I understand that this authorization will remain in effect until I cancel it in writing.

I agree



### Auto pay terms and conditions

California Lutheran University reserves the right to withdrawal students from monthly payment plans due to NSF (non-sufficient fund) payments. Withdrawal from a non-completed payment plan may result in interest charges of 0.83% each month on unpaid balances, course and housing cancellation, and account holds.

I agree to all terms and conditions.



This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel

Continue



# 9:

This is the last Payment Plan Enrollment page which lists the overview of the payment plan. **REVIEW** this page and make sure the information is correct.

Lastly, to complete the enrollment, click on the 'Pay \$X,XXX.XX" button.

Three emails will be sent – one with the same overview information listed on the screen and two receipts: the enrollment fee and the first payment.

Last step! Let's make sure we have your correct information.

Email address

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

Amount due now

<b>No Term: UNDERGRADUATE 2024 Fall Payment Plan</b>	
Enrollment fee	\$60.00
First payment	\$2,473.75
<b>Total</b>	<b>\$2,533.75</b>

Auto pay details

First scheduled payment: 9/25/24  
Payment amount: \$2,473.75  
All remaining scheduled payments will occur on the payment plan due dates.

Payment details [Change](#)

Account holder name	the student
Account type	Checking
Routing transit number	322271627
Bank account number	*****1234
Bank	BANK NAME

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel **Pay \$2,533.75**

# Congratulations!

You are enrolled in the Automatic  
Monthly Payment Plan



# Payment Plan Detail Review

- **First payment:** First installment and enrollment fee of \$60 due at time of enrollment.
- **Subsequent payments:** Posted on the 25<sup>th</sup> of each month to the student's account and withdrawn from bank account within 24 to 48 hours.
- **After enrolling,** if there are any changes to your account balance (such as added scholarship or a changed meal plan), email the Student Accounts Office at [stuaccts@Callutheran.edu](mailto:stuaccts@Callutheran.edu) to have your payment plan reviewed and adjusted.

# Thank you!

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Please feel free to contact our office if you have any questions.

Office of Student Accounts

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Contact Us

✉ [stuaccts@CalLutheran.edu](mailto:stuaccts@CalLutheran.edu)

☎ 805-493-3180 (phone)

California Lutheran  
UNIVERSITY