



Student Account Payment System Guide

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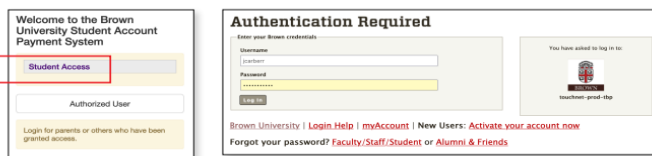
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User Access and Onboarding

Students automatically have access to their online student account. Students may choose to grant Authorized User access to family members in order to view and pay their student account.

Student Access

- Students automatically have access to the Student Account Payment System. Students login by visiting payment.brown.edu. Select the Student Access button; then enter your Brown credentials (Username and Password).
- If students wish to grant access to others, the student must initiate the Authorized User setup (see details under Authorized Users).



Student Onboarding

When a student logs in, the User Onboarding Consents and Agreements are displayed. Students make desired selections on each page.

- Paperless 1098-T allows a student to choose to receive their tax form electronically versus receiving a paper tax form in the mail (Consent or Do Not Consent).

User Onboarding
Consents and Agreements

Consent 1 out of 1

Paperless 1098-T Option

IRS regulations state that each student who files a request to receive a 1098-T electronically must provide his/her consent electronically. By clicking on Accept Consent, you state your intent to receive your 1098-T form electronically for each term you attend Brown University. You may return to this site to print, email or save your 1098-T. You may also consent for your authorized user to view your 1098-T by editing their information under the Authorized User tab. Brown University will be mailing a paper copy of the 2012 1098-T form to your permanent address by January 31, 2013. Further consent will be requested if the University does not print future year 1098-T forms.

[Print](#) [Skip](#) [I Do Not Consent](#) [Accept Consent](#)

- Add an Authorized User allows a student to designate family members to access their student account online. Enter the family member's email address, then select Yes or No for each level of access.
- **Important** - Your Authorized User will receive email instructions with time sensitive actions that must be taken in order to complete their setup. Please notify your Authorized User to watch for this email and take prompt action.

User Onboarding

Add an Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent.

Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? ☒ Yes ☐ No

Would you like to allow this person to view your 1098-T tax statement? ☒ Yes ☐ No

Would you like to allow this person to view your payment history and account activity? ☒ Yes ☐ No

Would you like to allow this person to receive your payment plan communications? ☒ Yes ☐ No

[Don't Remind Me](#) [Remind Me Later](#) [Continue](#)

- If a student has chosen to add an Authorized User, a separate Agreement window will be displayed. Click the “I Agree” checkbox and click “Continue”. (Or click Add Another Authorized User if you wish to add more than one user)

Agreement to Add Authorized User

I hereby authorize **Brown University** to grant sfs@brown.edu full access to my accounts, including ability to view all monthly billing statements, payment history, and/or make payments accordingly. My checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 09-Jan-2025 12:39:11 PM EST.

For fraud detection purposes, your internet address has been logged:
128.148.225.95 at 09-Jan-2025 12:39:11 PM EST

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

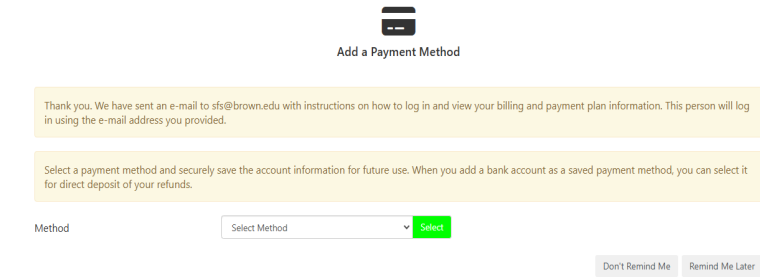
Please check the box below to agree to the terms and continue.

☐ **I Agree**

[Decline](#) [Print Agreement](#) [Add Another Authorized User](#) [Continue](#)

- Add a Payment Method. This allows students and authorized users to save an Electronic Check (checking or savings account) payment method. Make a selection from the “Select Method” dropdown box.

User Onboarding



Method

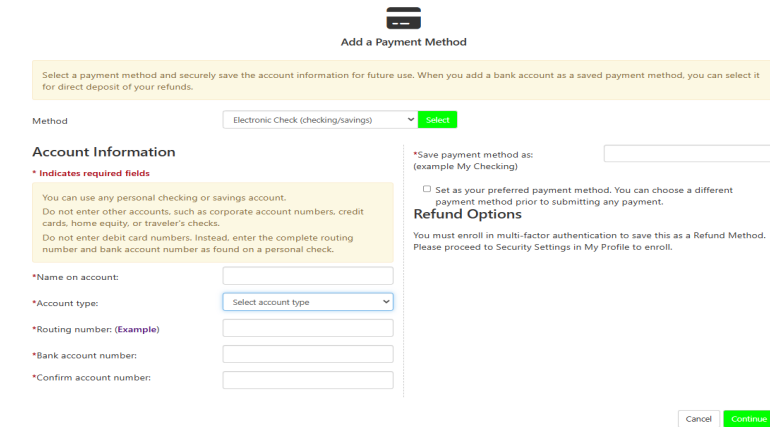
Select Method

Select

Don't Remind Me Remind Me Later

- Enter the account details, enter an account nickname in the “Save payment method as” box. The option is also presented to set this as the preferred payment method. You may wish to use this same account to receive electronic refunds of overpayments. If you have not yet set up a Refund Method, you will need to complete that setup separately. Click Continue

User Onboarding



Method

Electronic Check (checking/savings)

Select

Account Information

* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type:

Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

*Save payment method as: (example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

You must enroll in multi-factor authentication to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

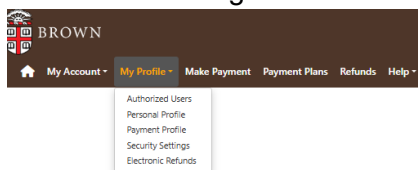
Cancel Continue

- The ACH Payment Agreement window is displayed. Click the “I Agree” checkbox and click Continue.
- The User Onboarding process is completed and the Home Page is displayed. If any section of the User Onboarding process is skipped, that section will be displayed the next time a student logs in.

Authorized User Access

Students may choose to grant family members with Authorized User access in order to view and manage their student account online.

- If a student did not set up Authorized Users during the Onboarding Process (or wishes to add additional family members), they may add Authorized Users by selecting the My Profile tab from the Home Page and then selecting Authorized Users.



- Select Add Authorized User, enter the email address of the authorized user, select Yes or No on each line to indicate access levels, then select Continue.

- The Agreement to add Authorized User page is displayed. Select the “I agree” checkbox and select Continue. An email is sent to the Authorized User’s email address.

Important - Your Authorized User will receive an email with a temporary password to access the system. Temporary passwords expire within a few days. We recommend that Authorized Users login and change their password as soon as possible. Please notify your Authorized User to watch for this email and take prompt action. If the email has not been received within 5 minutes, we recommend checking the spam/junk folder in their email box.

Authorized User login

- Access <https://payment.brown.edu> and select Authorized User. Enter your email address, full name, and reset the password. If you have been setup as an Authorized User for multiple students, those accounts will all be linked/viewable when you login.



Trouble accessing the account?

1. Ensure that your student has completed the required Authorized User setup above.
2. If you have not received your temporary password by email, confirm which email address the student entered during setup and check that email’s inbox and junk/spam folders.
3. If you are having trouble with your password, our teams can validate setup and resend your password. Authorized Users of UG, GR, or MD students contact sfs@brown.edu for help. Authorized Users of Precollege students contact precollege@brown.edu.

Student Account Activity and Statements

- The Account Activity page lists all charges and credits on the student account and is the most current reflection of the student account balance. The Statements are a snapshot in time of the charges and credits that occurred within a specific time period.
- To View the Account Activity, navigate to the Home Page, select the My Account tab, then select Account Activity. The Account Activity is grouped by semester. Select the > icon next to each semester to expand the detail. The detail may be printed or exported to Excel or PDF.

Account Activity

Expand AllPrintExcelPDF

Filter activity byFull account activityView Activity

Student Account Balance	\$0.00
Spring 2025	\$0.00
Fall 2024	\$0.00
Spring 2024	\$0.00
Fall 2023	\$0.00

- Sample Account Activity detail

Student Account Balance

\$0.00

Spring 2025

\$0.00

PrintExcelPDF

Account Activity

Search:

Description	Code	Date	Charges	Credits/Anticipated Credits
ACH Payment	2001	2/13/25	--	\$72.00
ACH Payment	2001	2/13/25	--	\$36.00
ACH Payment	2001	2/13/25	--	\$75.00
Payment Plan setup fee	IPPS	2/13/25	\$75.00	--
Fed Direct Unsub Loan	FG18	1/19/25	--	\$10,142.00
RISLA Student Loan	FL11	1/13/25	--	\$9,362.00
Graduate Tuition - Physics	TGPH	11/18/24	\$18,944.00	--
Graduate Recreation Fee	RFGR	11/18/24	\$45.00	--
Health Services Fee	HSFE	11/18/24	\$583.00	--
Graduate Student Activity Fee	AFGR	11/18/24	\$40.00	--
Total Charges:			\$19,687.00	
Total Credits/Anticipated Credits:			\$19,687.00	
Term Balance:			\$0.00	
Term Balance Including Estimated Aid:			\$0.00	

- To view a Statement, navigate to the Home Page, select My Account, then select Statements. To open a Statement, select the View button to the right of that Statement. (We recommend Chrome or Firefox browsers and Adobe Acrobat v8 or higher; be sure to disable pop-up blockers).

Statements

Click the button to view your current account balance and details.

Print real time statement

Billing Statements1098-T Tax StatementsGenerated Statement History

Search:

Statement Date	Due Date	Amount	Action
2/7/25	3/21/25	\$108.00	View
5/29/24	8/1/24	\$24,392.00	View

Showing 1 to 2 of 2 entries

View All ActivityView Activity Since Last StatementMake Payment

- To generate and print a statement in real time, select the Print real time statement button, then select the semester in the dropdown box, select Submit. The generated statement will be displayed and may be printed

Statements

Click the button to view your current account balance and details.

Print real time statement

Billing Statements1098-T Tax StatementsGenerated Statement History

Statement DateDue DateAmount

2/7/253/21/25\$108.00

Select School Term

Term:Spring 2025

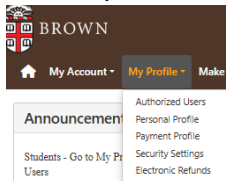
CancelSubmit

Electronic Refunds (Students only)

Important Notes -

- Only students have access to set up an electronic refund account.
- Two-Step Verification setup must be completed before beginning the eRefund set up process.
- Students receiving federal financial aid should complete the Title IV authorization form in [Banner Self Service](#) to designate how those funds are applied to their charges.

- To setup Two-Step Verification - From the Home Page select My Profile, then select Security Settings.



- Select a primary verification method. A passcode will be sent to the selected verification method.

My Profile

Personal Profile Payment Profile Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- ☐ Text message to existing or new mobile number
- ☐ Email message to existing or new email address
- ☐ Google Authenticator (Download Google's Authenticator app from the App Store (iOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

- Enter the passcode and select Verify

A screenshot of the Two-Step Verification passcode entry screen. It features a text input field labeled 'Verify passcode' with a single character entered. To the right of the input field are three buttons: 'Cancel', 'Resend Code', and 'Verify'. Below the input field, a yellow message box states: 'A message with your passcode has been sent, please verify.'

- Once the Two-Step verification is completed, navigate back to the Home Page and select My Profile, then select Electronic Refunds. Select Set Up Account.

eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

You may request a refund at eRefund Form

Current Refund Method

A Direct Deposit account for refunds has not been set up.

[Set Up Account](#)

- Enter your bank account details and select Save the Payment Method. (Must be a U.S. personal checking or savings account. Cannot use a debit card.) Optional - select the "Set as your preferred payment method" if you wish to use this same account for making or scheduling future payments.
- Complete the authorization form, select I Agree, then select Save.
- Once the setup is complete, students must submit a [refund request](#) form to Student Financial Services.

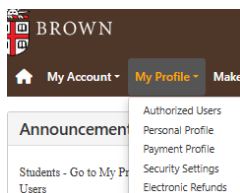
Payments

Setup Payment Profile and Saved Payment Method

Setting up a Payment Profile allows users to designate a U.S. personal checking or savings account as a "Saved Payment Method". Business accounts, money market accounts, and credit or debit cards cannot be

used as a Saved Payment Method. The Payment Profile is only accessible to the individual user who created it. A student cannot see or access a payment profile that was created by an authorized user.

- From the Home Page, select My Profile, then select Payment Profile



- In the Method dropdown box, select Electronic Check (checking/savings), click Select

A screenshot of the 'Add New Payment Method' form. The 'Method' dropdown is set to 'Electronic Check (checking/savings)'. A green 'Select' button is visible next to the dropdown. Below the form, a note states: 'Electronic Check - Payments can be made from a personal checking or savings account.'

- Enter the payment method details, then enter a nickname for the saved payment method.
 - Optional - users may choose to select the checkbox to “Set as preferred payment method”
 - Optional - Students will also see Refund Options (authorized users will not see this option). To use this bank account to receive electronic refunds, select Send Code. Once received, enter the code.
- Select Continue, then agree to the ACH Payment Agreement popup

A screenshot of the 'Add New Payment Method' form. The 'Method' dropdown is set to 'Electronic Check (checking/savings)'. The 'Account Information' section is expanded, showing fields for 'Name on account', 'Account type', 'Routing number', 'Bank account number', and 'Confirm account number'. A yellow box contains instructions: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' The 'Refund Options' section is also visible, with a 'Send Code' button. At the bottom, there are 'Cancel' and 'Continue' buttons. A note at the bottom states: 'Electronic Check - Payments can be made from a personal checking or savings account.'

- The ACH Payment Agreement page is displayed. Select I Agree, then select Continue.

Important Notes:

- Saved Payment Methods cannot be edited once they are saved. In order to set a new saved payment method, repeat the steps above and then remove the previously saved payment method.
- If the Saved Payment Method associated with an Installment Payment Plan must be changed, then EACH scheduled installment payment must be updated individually.

Make an Electronic Check Payment

- From the Home Page, select the Make Payments tab at the top.
- Select the payment date (can be today or a future date); select Current Account Balance (there will be an option to input the desired payment amount) or select Pay By Term.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☐ Current Account Balance \$108.00

☐ Pay By Term Select which semester terms to pay

Personal Note

Enter a brief payment note

Payment Total \$0.00

Continue

- Enter the desired payment amount and click Add. The Payment Total at the bottom will display the selected payment amount. Click Continue

Account Payment

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☒ Current Account Balance \$108.00

☐ Pay By Term Select which semester terms to pay

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$108.00

\$ 42.00 Remove

Personal Note

Enter a brief payment note

Current Account Balance (Student Account) \$42.00

Payment Total \$42.00

Continue

- NOTE:** If a preferred payment method has previously been saved, that payment method will automatically be selected and the ACH Payment Agreement page will be displayed.
 - To pay using the Saved Payment Method account, select I Agree and select Continue. Then review the transaction details and select Submit Payment. A receipt page will be displayed and the payment process is complete.
 - To pay using a different payment method, select Cancel to close the ACH Payment Agreement page and return to the Account Payment page. Then complete the steps below.
- In the Method dropdown box, select Electronic Check, then select Continue.

Account Payment

Amount Method Confirmation Receipt

Amount: \$42.00

Method*

*Card payments are handled by a third party. A non-refundable service fee will be added to your payment.

Electronic Check - Payment

Select Method

Credit Card

Credit Card via PayPal

Saved Payment Methods

Other Payment Methods

Electronic Check (checking/savings)

Back Cancel Continue

- The Account Payment page will be displayed. Enter the account details for your U.S. personal checking or savings account.
 - Optional - users may choose to select the checkbox to “Set as preferred payment method”
 - Optional - Students will also see Refund Options (authorized users will not see this option). To use this bank account to receive electronic refunds, select Send Code. Once received, enter the code.

○ **Select Continue**

Account Payment

Amount Method Confirmation Receipt

* Indicates required information

Amount: \$7.00
Method*: Electronic Check (checking/savings)

Account Information
* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:
*Account type:
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Option to Save
☐ Save this payment method for future use
Save payment method as: (example My Checking)
☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options
You must enroll in multi-factor authentication to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

Back Cancel **Continue**

*Card payments are handled through PayPal®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

- The ACH Payment Agreement page is displayed. Select I Agree, then select Continue.
- Review the transaction details, then select Submit Payment.
- A receipt page will be displayed and the payment process is complete.

Make a Credit Card Payment

Important Notes

- **Please read the service fee information closely as the service fee is not refundable in any circumstance.**
- Be sure to continue through to the Receipt Screen to ensure that your payment is fully completed.

- To make a payment, click the Make Payment tab at the top.
- Select the payment date (can be today or a future date); click Current Account Balance (there will be an option to input the desired payment amount) or select Pay By Term.

ment Plans Refunds Help

Account Payment

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☐ **Current Account Balance**
\$108.00

☐ **Pay By Term**
Select which semester terms to pay

Personal Note
Enter a brief payment note

Payment Total \$0.00

Continue

- Enter the desired payment amount and click Add. The Payment Total at the bottom will display the selected payment amount. Click Continue

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☒ Current Account Balance \$108.00

☐ Pay By Term Select which semester terms to pay

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$108.00 \$ 42.00 Remove

Personal Note

Enter a brief payment note

Current Account Balance (Student Account) \$42.00

Payment Total \$42.00

Continue

- **NOTE:** If a preferred payment method has previously been saved, that payment method will automatically be selected and the ACH Payment Agreement page will be displayed. To pay using a different payment method, select Cancel to close the ACH Payment Agreement page and return to the Account Payment page. Then complete the steps below.
- Select the Credit Card via PayPath payment method, then select Continue. **A non-refundable service fee is applied to all card payments.**

Account Plans Refunds Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$42.00

Method:*

*Card payments are handled by a third party. A non-refundable service fee will be added to your payment.

Electronic Check - Payment

Back Cancel Continue

- The Account Payment page will be displayed. Select Continue to PayPath.

Account Plans Refunds Help

Account Payment

Amount Method Confirmation Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Payment Date: 1/13/25

Term	Account	Amount
Spring 2025	Student Account	\$42.00
Total Payment Amount		\$42.00

Change Amount

Paid To

Brown University
Box 1911
Providence, RI 02912

Confirmation Email

sfs@brown.edu

Selected Payment Method

Account: TOUCHNET PAYPATH


Change Payment Method

Back Cancel Continue to PayPath

- The PayPath Payment Services welcome page will be displayed.
 - **Please read the service fee information closely as the service fee is not refundable in any circumstance.**
 - Card Payment Service Fee Rates: (based on the transaction amount)

- Cards issued by a domestic (U.S.) bank: 2.95% or \$3.00 minimum
- Cards issued by a foreign bank (outside the U.S.): 4.25% or \$3.00 minimum
- You will be given an opportunity to approve or cancel your payment prior to processing.

PayPath | Payment Services




Welcome

This service allows you to make real-time Credit or Debit card payments for Brown University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for international issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details		
Student ID B01582154 - Student Account	Term to credit 202420	Amount \$42.00

PayPath Payment Service accepts:



Cancel
Continue

- The Payment Amount Information page is displayed. Review the payment amount, then click Continue.

CES

\$
Amount

Payment

Confirmation

Receipt

Payment Amount Information

In addition to the amount paid to Brown University, a non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for international issued cards will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment.

Payment amount:	\$42.00
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Cancel
Continue

- Enter the required payment card information and billing address, then click Continue


\$
Amount

Payment

Confirmation

Receipt

PayPath Payment Service accepts:



Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date: MM YYYY

Card security code: CVV What is this?

Billing Address

☐ Check if address is outside of the United States:

Billing address:

City:

State: --Please choose a state--

Zip code:

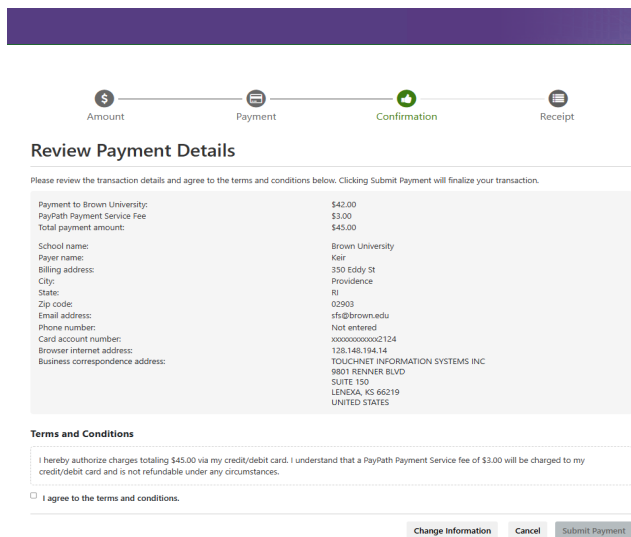
Email address:

Confirm email address:

Phone number: (optional)

Cancel
Continue

- The Review Payment Details page is displayed.
 - Carefully review the **Payment to Brown University amount** and the **PayPath Payment Service Fee amount**. The service fee is not refundable in any circumstance. The non-refundable service fee is not charged by or paid to Brown University.
 - To avoid paying a service fee, click Cancel then return to the Make Payment tab and select Electronic Check as the Payment Method.
- Agree to the terms and conditions checkbox, then click Submit Payment.



The confirmation page features a progress bar at the top with four steps: Amount, Payment, Confirmation (highlighted with a green checkmark), and Receipt. Below the progress bar is the heading "Review Payment Details". A message states: "Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction." The transaction details are as follows:

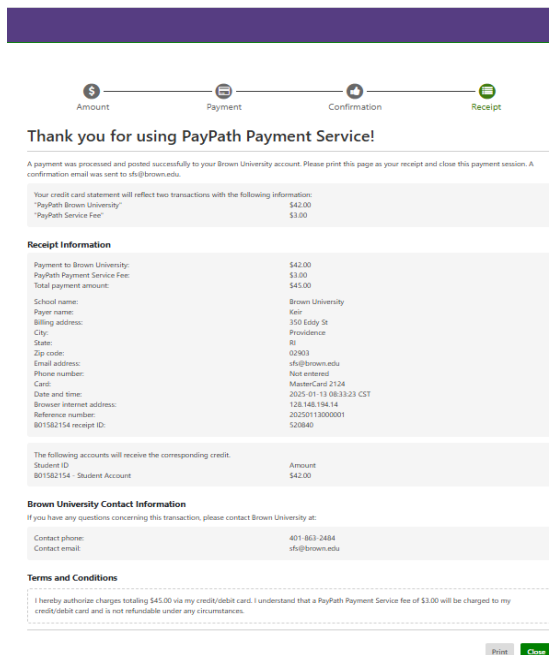
Payment to Brown University:	\$42.00
PayPath Payment Service Fee	\$3.00
Total payment amount:	\$45.00

Below the payment details, the following information is listed:

School name:	Brown University
Payer name:	Keir
Billing address:	350 Eddy St
City:	Providence
State:	RI
Zip code:	02903
Email address:	sf@brown.edu
Phone number:	Not entered
Card account number:	xxxxxxxxxxxx2124
Browser internet address:	128.148.194.14
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 9901 RENNER BLVD SUITE 150 LENEXA, KS 66219 UNITED STATES

Below the details is a "Terms and Conditions" section with a checkbox and the text: "I agree to the terms and conditions." At the bottom right are three buttons: "Change Information", "Cancel", and "Submit Payment".

- A confirmation page is displayed which can be printed if desired. Click Close to return to the Student Account..



The receipt page features a progress bar at the top with four steps: Amount, Payment, Confirmation (highlighted with a green checkmark), and Receipt. Below the progress bar is the heading "Thank you for using PayPath Payment Service!". A message states: "A payment was processed and posted successfully to your Brown University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to sf@brown.edu." The receipt details are as follows:

Your credit card statement will reflect two transactions with the following information:	
"PayPath Brown University"	\$42.00
"PayPath Service Fee"	\$3.00

Below the receipt details is a "Receipt Information" section with the following information:

Payment to Brown University:	\$42.00
PayPath Payment Service Fee:	\$3.00
Total payment amount:	\$45.00

Below the receipt information, the following information is listed:

School name:	Brown University
Payer name:	Keir
Billing address:	350 Eddy St
City:	Providence
State:	RI
Zip code:	02903
Email address:	sf@brown.edu
Phone number:	Not entered
Card:	MasterCard 2124
Date and time:	2025-01-13 08:19:23 CST
Browser internet address:	128.148.194.14
Reference number:	20250113000001
BO1582154 receipt ID:	520840

Below the receipt information is a table showing the credit to the student account:

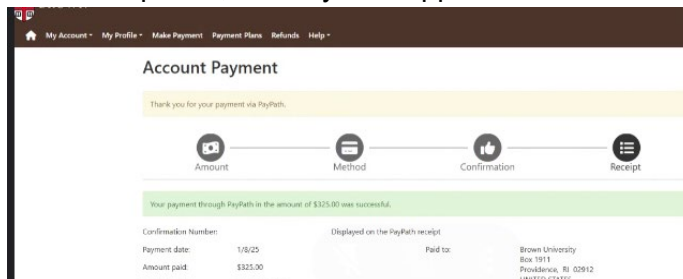
The following accounts will receive the corresponding credit:	
Student ID	Amount
BO1582154 - Student Account	\$42.00

Below the credit table is a "Brown University Contact Information" section with the following information:

Contact phone:	401-863-2484
Contact email:	sf@brown.edu

Below the contact information is a "Terms and Conditions" section with a checkbox and the text: "I hereby authorize charges totaling \$45.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances." At the bottom right are two buttons: "Print" and "Close".

- Once completed, the PayPath app closes and the student/payer is returned to the student account.



The student account home page features a navigation bar at the top with the following links: "My Account", "My Profile", "Make Payment", "Payment Plans", "Refunds", and "Help". Below the navigation bar is the heading "Account Payment". A message states: "Thank you for your payment via PayPath." Below the message is a progress bar with four steps: Amount, Method, Confirmation (highlighted with a green checkmark), and Receipt. Below the progress bar is a green banner with the text: "Your payment through PayPath in the amount of \$325.00 was successful." Below the banner is a table with the following information:

Confirmation Number:	Displayed on the PayPath receipt
Payment date:	1/8/25
Amount paid:	\$325.00
Payment to:	Brown University Box 1813 Providence, RI 02912 UNITED STATES

- To view credit card payments made to your student account, navigate to the Student Account Home page, then click My Account, Account Activity. Click Expand All in the top right to view the details for all terms. The payment is also displayed in the Payment History page. Only the amount paid to Brown University is displayed. The non-refundable service fee is not paid to Brown University and is not displayed in the Account Activity or Payment History.

Make a TransferMate International Payment

- TransferMate provides a [brief video tutorial](#) on making payments. **NOTE:** The payment will only post to the student account after the payment has been fully completed, TransferMate has received the funds, and TransferMate has sent those funds to Brown University.
- From the Home Page, select the Make Payments tab at the top.
- Select the payment date (can be today or a future date); click Current Account Balance (there will be an option to input the desired payment amount) or select Pay By Term.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☐ Current Account Balance \$108.00

☐ Pay By Term Select which semester terms to pay

Personal Note

Enter a brief payment note

Payment Total \$0.00

Continue

- Enter the desired payment amount and click Add. The Payment Total at the bottom will display the selected payment amount. Click Continue

Account Payment

Amount Method Confirmation Receipt

Payment Date: 1/13/25

Select Payment Option

☒ Current Account Balance \$108.00

☐ Pay By Term Select which semester terms to pay

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$108.00

\$ 42.00 Remove

Personal Note

Enter a brief payment note

Current Account Balance (Student Account) \$42.00

Payment Total \$42.00

Continue

- Select TransferMate INTL in the Method dropdown box, then select Continue.

Account Payment

Amount Method Confirmation Receipt

* Indicates required information

Amount: \$55.00

Method: TransferMate INTL

Back Cancel Continue

*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

- Select the Country you are Paying From, then select Review Rate.

Account Payment

Amount

Method

Confirmation

Amount:

\$55.00

Method*

TransferMate INTL

What country are you paying from?

Country *

Select...

Review Rate >

Back

Cancel

* Indicates required information

*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

- Review the rates displayed and enter a province if presented. Enter your Payer Identification (taxpayer identification number). Then select Enter Details.

Account Payment

Amount

Method

Confirmation

Amount:

\$55.00

Method*

TransferMate INTL

Review Rates

Bank Transfer

Total Amount Due

AUD \$89.36

Taxes and Fees

AUD \$30.00

Original Amount

USD \$55.00

Payer Province *

South Australia

< Previous

Enter Details >

Back

Cancel

* Indicates required information

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Electronic Check - Payments can be made from a personal checking or savings account.

TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

- Make a selection in the “Who is Making the Payment” field. Then enter the Student Details and select the checkbox agreeing to the TransferMate terms of use. Select Continue. If someone other than the student is making the payment, the next screen will ask for the Payer Details. Select Continue to Confirmation.

Account Payment

Amount

Method

Confirmation

Amount:

\$55.00

Method*

TransferMate INTL

Student Details

Who is Making the Payment *

Student

First Name *

Test

Last Name *

Test

Date Of Birth *

2002

January

1

Country *

Australia

City *

Sydney

Street Address *

1212 Main St

Postal Code *

55555

Phone Number *

Australia +61

42342344

Email *

sobern@brown.edu.au

☒ By checking this box, I agree to the TransferMate Student Terms of Use *

< Previous

Continue to Confirmation >

Back

Cancel

* Indicates required information

*Card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.


Electronic Check - Payments can be made from a personal checking or savings account.


TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.


TransferMate

- The Account Payment page is displayed. Select Initiate Payment.

Account Payment

Amount

Method

Confirmation

Payment Information			Paid To	
Payment Date	3/11/25		Brown University Box 1911 Providence, RI 02912	
Term	Account	Amount		
Spring 2025	Student Account	\$55.00		
Total Payment Amount		\$55.00		
		Change Amount		

Selected Payment Method	
Account:	TransferMate INTL
	Change Payment Method

[Back](#) [Cancel](#) [Initiate Payment](#)

- The Payment Initiation page is displayed. **Please note - the Payment has not been completed.** Additional instructions are displayed in the page below and are emailed to the payer as well. Read the instructions carefully, then select Close or Print.

Thank you for initiating your payment.

Please note the **PAYMENT HAS NOT BEEN COMPLETED**. Additional instructions are below and will be emailed to you as well. Pending payments will be displayed on your home page. We will send you a confirmation e-mail once the payment processing is completed.

Please follow the instructions below and complete your payment.

Please be aware for each payment / instalment you must create a new payment registration.

Transfer funds: To successfully complete the process, you need to transfer funds to our account. You can do this by completing a bank transfer using any of the following methods:
Online Banking, Mobile Banking, Phone Banking, or by visiting a bank branch in person. Ensure you use the account details provided in the relevant section of this communication to initiate the transfer. Please note that the funds will not be automatically withdrawn from your bank account.

This booking is valid for 48 hours only. After this time, it will expire, and you will need to create a new one in order to proceed with the payment process.

TO FULFILL THE FX CONTRACT YOU HAVE ENTERED WITH TRANSFERMATE PLEASE SEND AUD (Australian Dollar) via bank transfer.
SENDING ANY OTHER CURRENCY WILL INCUR EXTRA COSTS DUE TO FOREIGN EXCHANGE FEES WHICH YOU WILL BE ASKED TO COVER.

Note: Additional information may be required if paying from a company account. Other methods (cash/cheque) also need verification. These will result in longer processing times.

We will never contact you in regards to changing account details or personal details. You may also log into your online account to check the status of your payment after 24 hours.
If you have a payment query, please contact our 24 hour live chat on the following link:
<https://transfermateeducation.com/en/customerservice.aspx>

Transfer Currency	AUD
Transfer Amount	AUD 89.41
Bank Name	Citicbank
Bank Address	CITIGROUP CENTRE, FLOOR 14, 2 PARK STREET, SYDNEY, AUSTRALIA, NSW 2000
Bank Branch Code	242000
Bank Account Name	Transfermate Pty Ltd
Account Number	235184052
SWIFT / BIC Code	CITIAU2X
Transfer Reference	801582154
Company / Payee Address Unit 1706, 17th Floor, 9, Castlereagh Street, Sydney, NSW 2000, Australia	

This information will also be emailed to you and contain all the information you need to finalize the payment.
Contact edu@transfermate.com for payment-related questions.

[Print](#) [Close](#)

- The payer is returned to the student account home page. The TransferMate initiated payment is shown as Pending Alternative Payments. At this point, the payment is not applied to the student account.

Pending Alternative Payments			
The payments listed below will not post to your account until funds are received			
Payment Description	Payer	Date	Amount

- After the payer completes the required actions outlined in the payment instructions email, then the funds are sent to TransferMate. Once TransferMate confirms and sends the funds to Brown, then the payment is posted to the student account.
- For questions related to completing your TransferMate payment, live chat is available at www.transfermateeducation.com. For questions related to your student account, contact our team at sfs@brown.edu

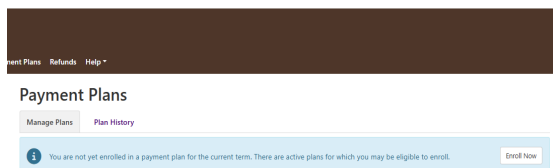
Installment Payment Plan

The [Installment Payment Plan](#) (IPP) can be used to pay one semester's expenses, interest-free, over scheduled monthly installments. Students or Authorized Users must complete a separate enrollment for each semester.

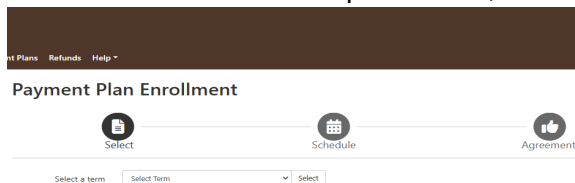
IPP Enrollment

Important Notes

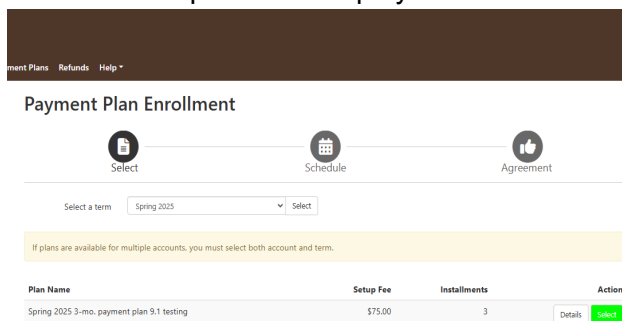
- Enrollment is complete after users agree to **BOTH** the Payment Plan Agreement and the ACH Payment Agreement.
 - IPP is only available to degree-seeking students. IPP is not available to pre-college students.
 - Credit or debit cards are not accepted as IPP payment methods.
- It is recommended that users set up a Saved Payment Method prior to beginning the IPP enrollment process. At the time of enrollment, the non-refundable enrollment fee must be paid and all installment payments must be scheduled to be automatically withdrawn from a U.S. checking or savings account.
 - From the Home Page, select the Payment Plans tab
 - Select Enroll Now



- Select a term from the dropdown box, then click Select.



- The available plans are displayed. Click the Select button next to the desired plan.



- The plan details are displayed which include the student account balance, installment due dates, installment amounts, and plan enrollment/setup fee.
- NOTE: There is an "Optional down payment" box in the first column. **Choosing to make a down payment does not replace or eliminate the first installment payment. A down payment reduces all installments equally.** If you choose to make a down payment, enter the desired down payment amount in the "Optional Down Payment" box, then click "Update Schedule". The Down Payment amount will appear in the second column and will be included in the "Total due now".

Click Continue. In the Method box, choose the desired payment method. Each installment payment will be automatically withdrawn from the selected payment method on their [installment due dates](#).

Method Box Options

- If a saved payment method was previously set up and will be used for IPP, select it in the Select Method dropdown box. Select Continue.
- If a saved payment method was not previously set up OR a different payment method will be used for IPP, select “Electronic Check” under the Other Payment Methods header in the Select Method dropdown box. Select Continue. Enter the payment method details and select Continue.

Debit and credit cards cannot be used for IPP.

Help

Payment Plan Enrollment

Select

Schedule

Payment

Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount:
Method

\$75.00

Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type:

Select account type

*Routing number: (Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

You must enroll in multi-factor authentication to save this as a Refund Method. Please proceed to [Security Settings](#) in My Profile to enroll.

Back

Cancel

Continue

- The next screen displayed is the Payment Plan Agreement. Carefully review the agreement , then select the “I agree to the payment plan agreement” checkbox and select Continue. **This is not the end of enrollment!**
- The Finance Charge amount displayed below is the IPP Enrollment Fee. The Federal Truth in Lending Act requires that schools display the fee in this format. There is no interest charge or finance charge other than the enrollment fee.

Payment Plan Agreement

• You are submitting a payment today of \$75.00 as a part of your enrollment.
• You must accept this agreement to enroll in this payment plan.
You will need to scroll through the agreement and select the checkbox to continue.

Please read the following agreement carefully before you continue.

School Name: ("School") Brown University
School Address: Box 1911
Providence, RI 02912

FEDERAL TRUTH IN LENDING ACT DISCLOSURES			
ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
207.76%	\$75.00	\$108.00	\$183.00

Payment Schedule

Installment	Due Date	Amount
Installment 1	5/1/25	\$36.00
Installment 2	6/1/25	\$36.00
Installment 3	7/1/25	\$36.00
Total of installments:		\$108.00

☐ I agree to the payment plan agreement.
Scroll through the agreement and select the checkbox to continue.

Print Agreement Change Payment Method Cancel Continue

- The ACH Payment Agreement page is displayed. Carefully read the agreement, select the “I agree” checkbox, and select Continue.

Payment Plan Enrollment

Select Schedule Payment Plan Agreement Agreement

ACH Payment Agreement

I hereby authorize Brown University to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$20.00 return fee will be added to my student account.

Name: IPP Payment

Address: BANK OF AMERICA, N.A.
8001 VILLA PARK DRIVE
HENRICO, VA 23228

Routing Number: 122101706

Account Number: xxx05544

Setup fee: \$75.00

Installments: Installment 1 in the amount of \$36.00 due on 5/1/25
Installment 2 in the amount of \$36.00 due on 6/1/25
Installment 3 in the amount of \$36.00 due on 7/1/25

This agreement is dated 2025-02-13 17:34:58 EST.
For fraud detection purposes, your internet address has been logged: 128.148.225.188 at 2025-02-13 17:34:58 EST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: bursar_billing@brown.edu

Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

☐ I agree to the above terms and conditions.

Back Cancel Print Agreement Continue

- The Payment Receipt page is displayed and a message advises “You have successfully enrolled”. Return to the Home Page and select the Payment Plans tab to view and manage the IPP.

Make a Down Payment on IPP

- When on the Payment Plan Enrollment page, there is an “Optional down payment” box in the first column. **Choosing to make a down payment does not replace or eliminate the first installment payment. A down payment reduces all installments equally.**

- In the first column, enter the desired down payment amount in the “Optional Down Payment” box, then click “Update Schedule”. The Down Payment amount will appear in the second column and will be included in the “Total due now”.

ds Help

Payment Plan Enrollment

Select Schedule Agreement

Spring 2025 3-mo. payment plan 9.1 testing

Description	Charges(\$)	Credits(\$)
Spring 2025	108.00	
Balance:		108.00

Optional down payment

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional \$0.00

Installments	Due Date	Amount(\$)
Installment 1	5/1/25	19.33
Installment 2	6/1/25	19.34
Installment 3	7/1/25	19.33
Total of installments:		58.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	75.00
Down payment	Due now	0.00	50.00
Total amount paid:		0.00	
Total due now:			125.00

Back Cancel Continue

Make an Advance Payment on IPP

- If you choose to make any payments in addition to the IPP scheduled payments, all upcoming installment payments will be reduced equally. The IPP payments cannot be skipped.
- To pay one installment payment early (advance payment) from the Home Page, select the Payment Plans tab, Select the “Pay Next Installment” button at the bottom of the page. You will be reminded that the payment is already scheduled and the Payment Amount will be displayed. Select Continue.

Installment Payment

Amount Method Confirmation Receipt

A payment for this installment is already scheduled.

Spring 2025 3-mo. payment plan 9.1 testing --
Installment 1 of 3

Enrollment date	2/13/25
Amount Due	\$36.00
Due Date	5/1/25

Payment Options

Payment amount

Payment Date Today - 2/13/25

Cancel Continue

- Select the payment method and select Continue
- The ACH Payment Agreement will be displayed. Select the “I agree” checkbox and select Continue.
- Review the transaction details and select Submit Payment. The Receipt page is displayed.

Pay off IPP in Full

- From the home page, select the Payment Plans tab. Select the “Pay Off Plan” button (above the individual installment rows) on the right side of the page.
- All scheduled payments will be listed, select Continue.

Payment Plan Payment

Amount Method Confirmation Receipt

Spring 2025 3-mo. payment plan 9.1 testing
Enrollment date: 2/13/25
Payoff amount: \$72.00

Installment	Due Date	Status	Amount
1 of 3	5/1/25	Paid	\$0.00
2 of 3	6/1/25	Scheduled	\$36.00
3 of 3	7/1/25	Scheduled	\$36.00

Cancel Continue

- Select the desired payment method from the dropdown box. Select Continue.

Payment Plan Payment

Amount Method Confirmation Receipt

Amount: \$72.00
Method*:

Back Cancel Continue

* Indicates required information

Electronic Check - Payments can be made from a personal checking or savings account.

- Carefully review the ACH Payment Agreement, select the “I agree” checkbox, and select Continue.

ACH Payment Agreement

I hereby authorize **Brown University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.

Name: **IPP Payment**

Address:

Depository: **BANK OF AMERICA, N.A.
8001 VILLA PARK DRIVE
HENRICO, VA 23228**

Routing Number: **122101706**

Account Number: **xxxx5544**

Debit Amount: **\$72.00**

This agreement is dated 2025-02-13 18:07:05 EST.
For fraud detection purposes, your internet address has been logged: 128.148.225.188 at 2025-02-13 18:07:05 EST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: bursar_billing@brown.edu

☐ I agree to the above terms and conditions. ([Print Agreement](#))

Cancel Continue

- A transaction detail page is displayed, select Submit Payment.
- A receipt page is displayed. Go back to the Home page, select the Payment Plans tab and confirm that the plan no longer appears.

IPP Returned Payments

- Payers enrolled in Brown’s Installment Payment Plan (IPP) with one returned payment due to insufficient funds within the plan period will be removed from the IPP and will need to make other payment arrangements.

IPP Recalculation

- Brown's Installment Payment Plan (IPP) includes all student account charges and simplifies the payment of miscellaneous charges (such as bookstore, pharmacy, health services charges, library, lost ID, and parking charges, etc). Any adjustments to charges, disbursement of financial aid, or payments made to the student account will adjust the remaining installments equally.