

Tuition Payment Portal Guide



Student Accounts Office

Manages Tuition Billing, Refunds & Payment Processes

Our office is responsible for:

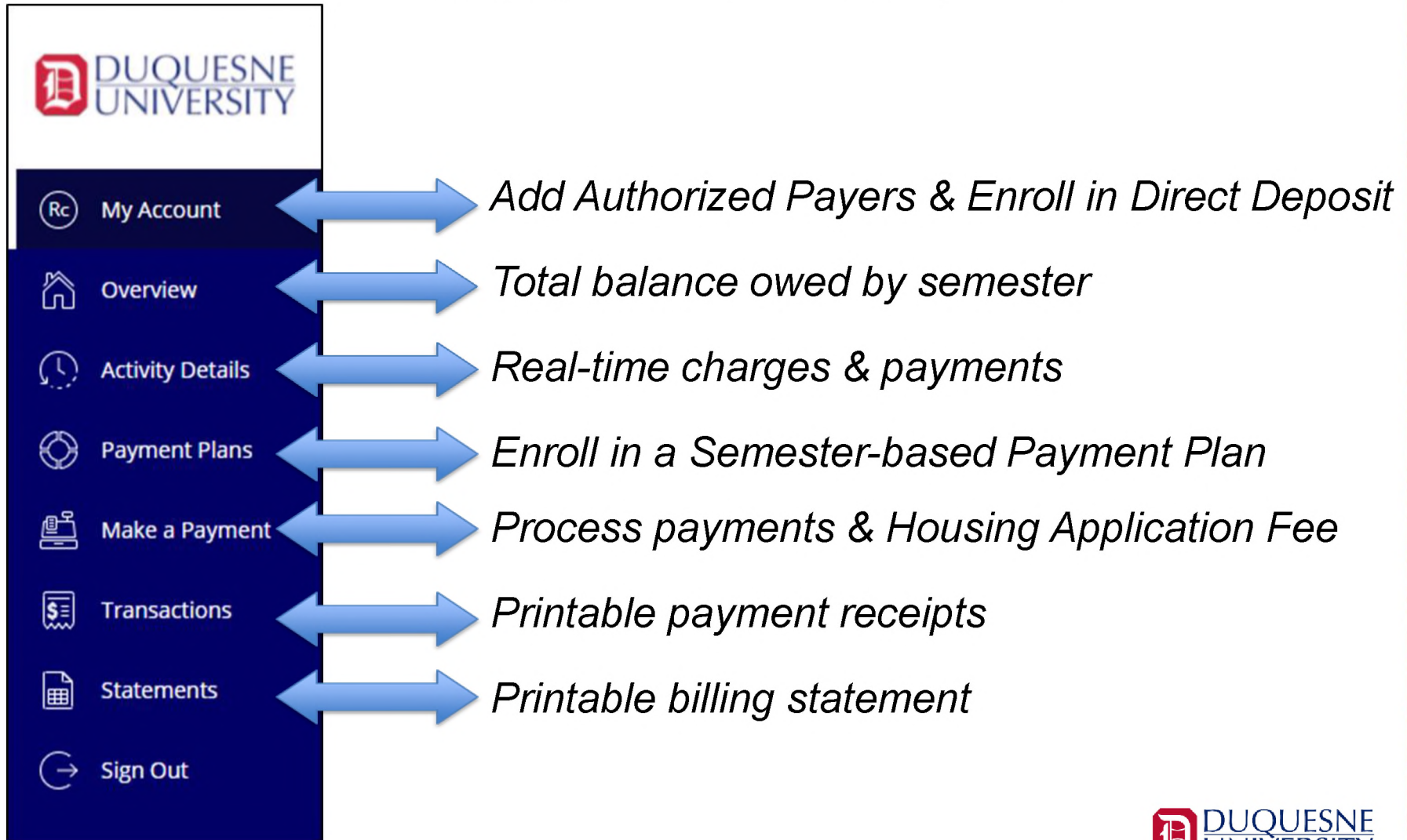
- ✓ Tuition Billing Statements
- ✓ Semester-based Monthly Payment Plans
- ✓ Direct Deposit Student Refunds
- ✓ Scholarships & Third Party Billing
- ✓ Bookstore Vouchers
- ✓ Education Tax Credit form 1098-T

Contact us: studentaccounts@duq.edu or (412) 396-6585

Website: www.duq.edu/studentaccounts

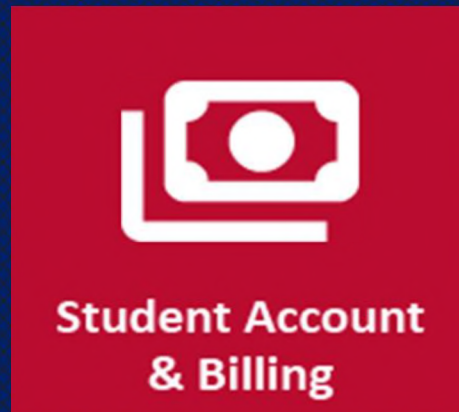
Navigating the Tuition Payment Portal

Access the Tuition Payment Portal via the Duquesne Portal



STUDENT ACTION REQUIRED

- Designating Authorized Payers
- Enroll in Direct Deposit



Designating Authorized Payers

Students must designate parents/guardians as an authorized payer before they can access the Parent Payment Portal.

1. Log into the *Duquesne Portal*
2. Select *Student Account & Billing*
3. Click on *Tuition Payment Portal*
4. Click on *My Account*
5. Click *Send a Payer Invitation*
6. Complete prompts and send invitation

The Authorized Payer receives an email from noreply@duq.edu that includes their user login and a temporary password. They need to click the link in the email to setup their access.

My Account

Payer Invitation

Payer information

* First name

Mary

* Last name

Smith

* Email address

smith@gmail.com

* Confirm email address

smith@gmail.com

Complete form then
send invitation

Payer access

☒ Allow access to statements

Message to payer

Hi, Mom,
Please setup your access so you can view and
pay my tuition bill.
Thanks!

Maximum 250 characters

Cancel

Send invitation

Direct Deposit Refund

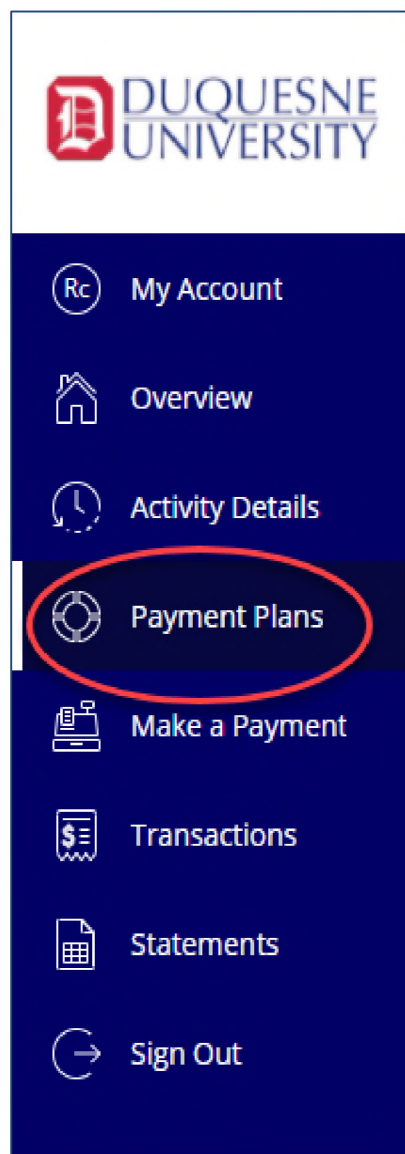


To Enroll:

1. Log into the *Duquesne Portal*
2. Select *Student Account & Billing*
3. Click *Tuition Payment Portal*
4. Select *My Account*
5. Enroll in *Direct Deposit Refund*
6. Bank account and routing numbers are required to complete enrollment.

Note: It takes two business days for the funds to be deposited into the designated account once processed by the Student Accounts Office.

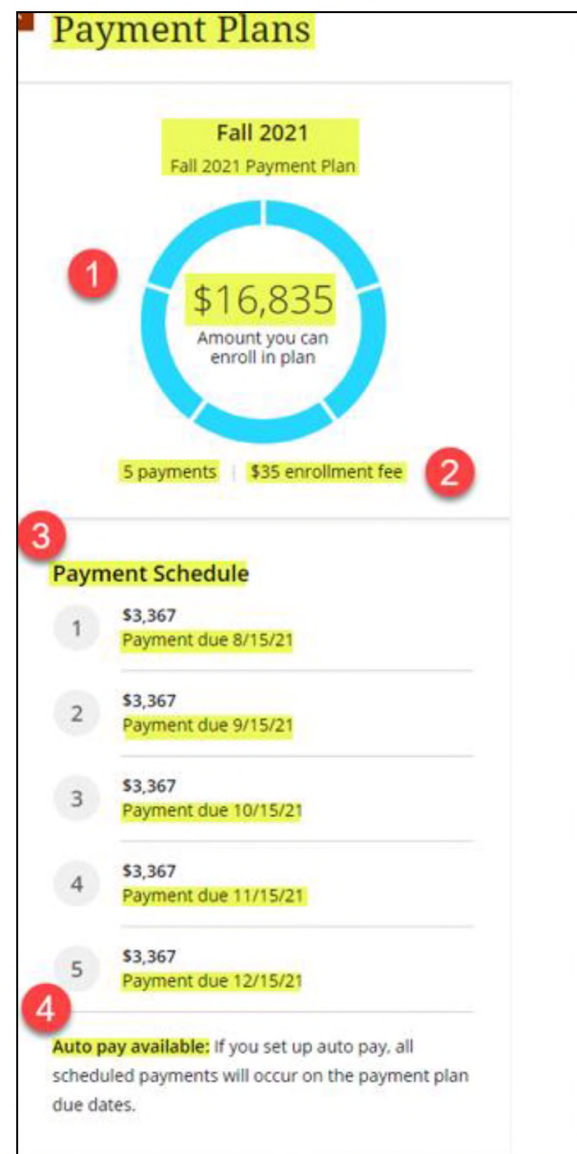
Semester-based Payment Plans



Plan Highlights

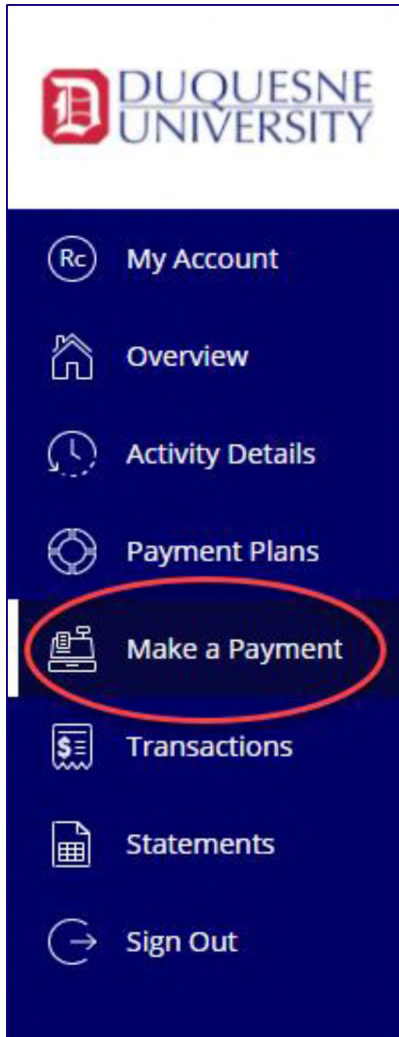
- 1 Pay remaining balance due minus anticipated financial aid in monthly installments
- 2 \$35 enrollment fee per semester & no interest fee
- 3 Five equal monthly payments
- 4 Auto pay available drafted on the 15th of every month.

Access the Tuition Payment Portal via the Duquesne Portal



Make a Payment

- 1 Click on *Make a Payment*
- 2 Check *semester box*
- 3 Account balance owed automatically populates
- 4 Continue to *Checkout*



Balance items

☒ Uncheck all | 1 of 1 selected

Description	Balance	Amount
<input checked="" type="checkbox"/> (Spring 2024)	\$2,338.00	<input type="text" value="\$2,338.00"/> <input type="button" value="X"/> <input type="button" value="v"/>
Total balance		\$2,338.00
Pay amount		\$2,338.00
Remaining balance		\$0.00

- 1) Tuition balance is due by the first week of class unless in a current payment plan
- 2) A non-refundable 2.95% processing fee assessed to debit or credit card payments
- 3) No processing fees assessed when using an eCheck.



Printing Bills & Payment Receipts



- My Account
- Overview
- Activity Details
- Payment Plans
- Make a Payment
- Transactions**
- Statements**
- Help
- Sign Out


Printing Tuition Bills

Click *Statements* to view the billing statements

Date	Description	View	Save
6/11/24	Banner Sched Statement 06/28/2024	 Click to view the bill	

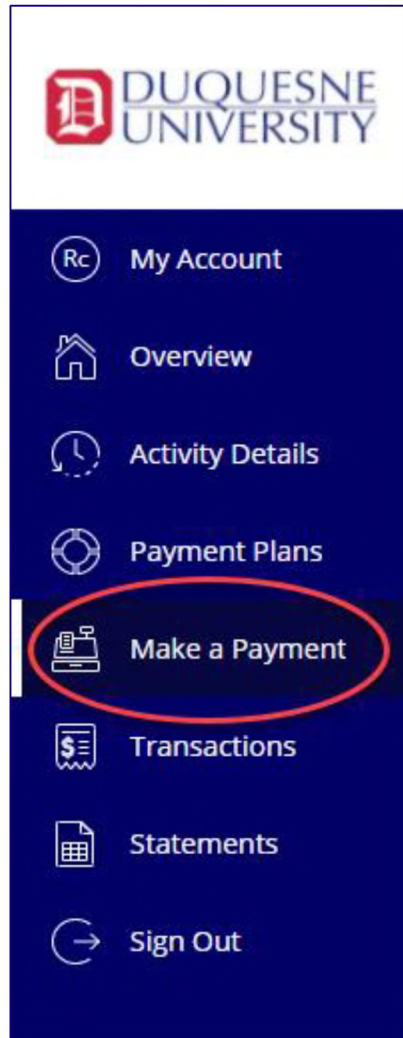
Viewing Payment Receipts

Click *Transactions* to view receipts for online payments

Date	Description	Receipt	Amount
5/15/24	Spring 2024: Spring 2024 Payment Plan	 Click to view receipt #257948	\$1,775.30



Pay Housing Application Fee



- 1 Click *Make a Payment*
- 2 Select *Application Fee & View category*
- 3 Select *View Details*
- 4 Select *Application Fee Term*
- 5 Click *Add to payment*
- 6 Click *Pay now*
- 7 Click *Checkout & complete payment*