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

- Add Authorized Payers & Enroll in Direct Deposit
- Total balance owed by semester
- Real-time charges & payments
- Enroll in a Semester-based Payment Plan
- Process payments & Housing Application Fee
- Printable payment receipts
- Printable billing statement

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.
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

Payment Plans

- Fall 2021
- Fall 2021 Payment Plan

- $16,835 Amount you can enroll in plan

- 5 payments $35 enrollment fee

Payment Schedule

1. $3,367 Payment due 8/15/21
2. $3,367 Payment due 9/15/21
3. $3,367 Payment due 10/15/21
4. $3,367 Payment due 11/15/21
5. $3,367 Payment due 12/15/21

Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates.
Make a Payment

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

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 accessed to debit or credit card payments
3) No processing fees accessed when using an eCheck.
Printing Bills & Payment Receipts

Printing Tuition Bills
Click Statements to view the billing statements

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>View</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/11/24</td>
<td>Banner Sched Statement 06/28/2024</td>
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</table>

Viewing Payment Receipts
Click Transactions to view receipts for online payments

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Receipt</th>
<th>Amount</th>
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<tbody>
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<td>Spring 2024: Spring 2024 Payment Plan</td>
<td>#257948</td>
<td>$1,775.30</td>
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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