HOW TO PAY YOUR ACCOUNT BALANCE

PAYING TUITION IN FULL

1. Log into ACES
2. Click on the My Page Tab
3. Locate the My Bill Section
4. Click on Pay My Bill
5. Click on Virtual Business Office (Online Payments)
6. Select Make a Payment
7. Select the Term
8. Continue
9. Select a Payment Method
10. Continue
11. Submit Payment

PAYING IN FULL OR SETTING UP A PAYMENT PLAN?

All CREDIT CARD and CHECK transactions MUST be made online through your ACES account.

**IMPORTANT INFORMATION:**
MAKING PARTIAL PAYMENTS WILL NOT SECURE YOUR CLASSES. YOU MUST ELECTRONICALLY AGREE TO THE TERMS OF THE CONTRACT AND YOUR 1ST PAYMENT IS REQUIRED TO BE ON THE PAYMENT PLAN.

PAYMENT PLAN

1. Log into ACES
2. Click on the My Page Tab
3. Locate the My Bill Section
4. Click on Pay My Bill
5. Click on Virtual Business Office (Online Payments)
6. Click on Header Payment Plans
7. Click on Enroll Now
8. Select the Term for which you are enrolling
9. Select Payment Plan
   a. Payment Plan 1
      This plan is available for 16 week, Start II and Flex I courses.
   b. Payment Plan 2
      This plan is available for the Flex II ONLY.
   c. Financial Aid Payment Plan
      This plan is available for financial aid students with remaining balances AFTER financial aid funds have been disbursed onto their student account.
10. Set Up Auto Payments
11. Select YES or NO
12. Continue
13. Select a Payment Method
14. Continue
15. Agree to Terms
16. Print Agreement
17. Continue to Finalize