

How to Sign-up for a Payment Plan

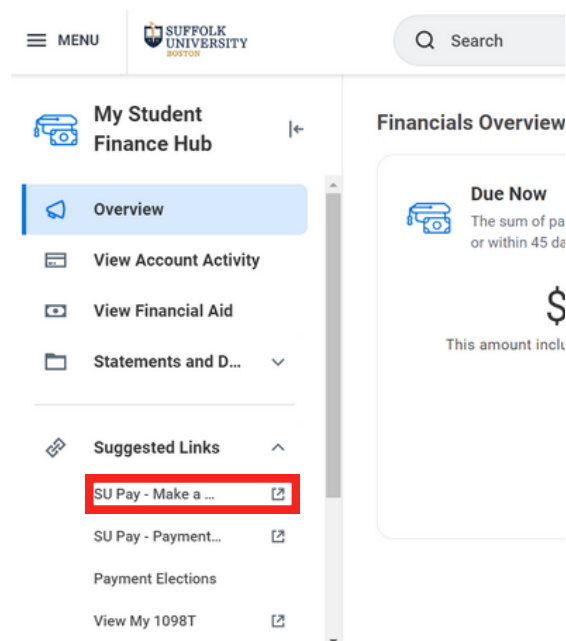
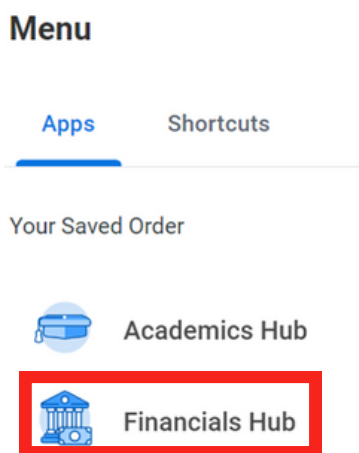


Enroll in Payment Plan and divide each semester's tuition and other expenses into up to five monthly payments (fewer months for late enrollment) over the course of the semester. The enrollment fee for the plan is \$40 or \$50 based on the payment plan you enroll in.

Students: Go to your SU Pay portal via Workday

➡ Go to your **Financials Hub**

➡ Under Suggested Links select **SU Pay- Make a Payment**



Authorized Users: Login to SUPay from the Suffolk website

www.suffolk.edu/payment

SU PAY - BILLING & PAYMENT GATEWAY

Suffolk University's payment site—SU Pay—allows you to view real time student accounts, tuition statements, make online payments, and set up payment plans.

SU Pay Login

Student account login

- Students
- Authorized Users ➡

About Suffolk University

Directory

- Student Account Services
- Payments & Refunds
- Payment Methods

Once on the homepage of SU Pay

➡ Under Student Account ➡ Select **Enroll in Payment Plan**

The screenshot shows the SU Pay homepage. On the left is an announcement box with a 'Welcome to Workday Student SU Pay!' message and links for Health Insurance Waiver, Authorized Users, and Contact Us. The main content area is divided into two sections: 'Student Account' and 'My Profile Setup'. The 'Student Account' section displays fields for Balance, Estimated Financial Aid, and Balance including estimated aid, with buttons for View Activity, Enroll in Payment Plan (highlighted with a red box), and Make Payment. The 'My Profile Setup' section has links for Authorized Users and Personal Profile. The top navigation bar includes links for My Account, My Profile, Make Payment, Payment Plans, and Help.

➡ Select the term

The screenshot shows the 'Payment Plan Enrollment' page. It features a progress bar with three steps: Select, Schedule, and Agreement. Below the progress bar, there is a 'Select a term' dropdown menu with '2025 Spring' selected and a 'Select' button. The top navigation bar is the same as the previous screenshot.

➡ Select the Payment Plan option

The screenshot shows the 'Payment Plan Enrollment' page with a table of payment plan options. The table has columns for Plan Name, Setup Fee, Required Down Payment, Installments, Late Payment Fee, and Action. The 'Select' button is highlighted.

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Spring 2025 - 5 Payments (Auto-Calculating)	\$40.00	20.00%	4	\$85.00	Details Select
Spring 2025 - 5 Payments (Estimated)	\$50.00	20.00%	4	\$85.00	Details Select
Spring 2025 - 4 Payments (Auto-Calculating)	\$40.00	25.00%	3	\$85.00	Details Select
Spring 2025 - 4 Payments (Estimated)	\$50.00	25.00%	3	\$85.00	Details Select

This will bring you to a screen which shows the payment plan schedule including the down payment amount

➡ Select Continue

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
2025 Spring	23,775.00	
2025 Spring (Estimated Aid)		

Balance:

Required down payment: [input field]

Additional down payment: [input field]

[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	1/1/25	
Installment 2	2/1/25	
Installment 3	3/1/25	
Installment 4	4/1/25	

Total of installments:

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Down payment	Due now	0.00	131.20
Total amount paid:			0.00
Total due now:			171.20

[Back](#) [Cancel](#) [Continue](#)

➡ Select your payment method

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: \$313.60
Method: [Select Method](#)

[Back](#) [Cancel](#) [Continue](#)

*Card payments are handled through PayPath®, a tuition payment service.

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

➡ Input your Account Information

Select Schedule Payment Agreement

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- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount: \$313.60
Method: [Electronic Check \(checking/savings\)](#)

*Card payments are handled through PayPath®, a tuition payment service.

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.

*Account type: [Select account type](#)

*Routing number: (Example) [input field]

*Bank account number: [input field]

*Confirm account number: [input field]

Billing Information

*Name on account: [input field]

*Billing address: [input field]

Billing address line two: [input field]

*City: [input field]

*State: [Select State](#)

*Postal Code: [input field]

*Save payment method as: (example My Checking) [input field]

[Back](#) [Cancel](#) [Continue](#)

Once you click continue the next page will provide you with an overview of the plan

➡ Accept and Submit the payment plan agreement

You now successfully enrolled yourself in the payment plan and will receive an email confirmation