



**The TMS Payment Portal is a managed, hosted web application that allows families convenient payment options with safe, secure, PCI DSS-compliant payment acceptance and processing.** Secure, convenient, and easily configured for the payment options approved by your school.

### **The most efficient and cost-effective way to pay for school**

A payment plan enables you to break your education costs into easy-to-handle monthly payments rather than pay for the entire semester or year in one large sum.

Payment plans offer:

- a convenient payment option with **no approval required** to participate
- easy enrollment process that can be completed online
- payment schedules that reflect a typical bill paying cycle

### **Choose the enrollment option that is best for you**

Enroll in a payment plan now through our secure website

If you prefer to enroll by phone, TMS has Education Payment Advisors available to answer questions, guide you through the enrollment process and help you select the right plan to fit your needs. Simply call 800-722-4867 or 401-921-3999 (outside the U.S. and Canada).

### **Frequently asked Questions**

**Q: What information do I need when I sign up for the payment plan?**

**A:** You will need a copy of your Financial Aid Award; complete the Budget & Estimating Cost Sheet (discussed later in this document), and be prepared to pay the enrollment fee and any payment(s) that are due, if you are late enrollee.

**Q: What should I do if I do not know my total education expenses when enrolling in the Payment Plan?**

**A:** If your costs are not finalized at the time you enroll, simply estimate your budget. Once your costs are finalized, you can then make adjustments to your budget amount.

**Q: What billing options are available for the Payment Plan?**

**A:** The easiest, fastest and most convenient way to receive your bills is through our eBill option. Once you enroll in eBill, an email will be sent to you when your bill is ready for viewing in our secure online portal. You may also opt to receive paper bills by mail. You may elect to enroll in eBill at any time by logging into your account and updating your preferences.

**Q: How can I access my account information?**

**A:** You can access your account information at any time through our secure online portal. Once you login, you can view your account balance, view your bills, make a payment, and update your account information. If you require additional assistance, you may also call our Customer Care Center at 800-722-4867 or 401-921-3999 (outside U.S. and Canada) or send us an email at [service@afford.com](mailto:service@afford.com).

## Enrolling in a Payment Plan:

To get started in enrolling in a Payment Plan, click on the drop down arrow, and select the **Academic Year** for which your payment plan will apply. For example, 2018-2019 encompasses both the fall 2018 and the spring 2019 terms. Next, you will indicate the campus that this **Tuition payment plan will apply by** clicking on the drop down arrow and selecting either the SJC Santa Fe-Tuition Payments or the SJC Annapolis-Tuition Payments. Choose the Academic Term. Typically freshman enter in the fall so the appropriate selection is Fall/Spring. After you have selected the appropriate Year, Plan and Term, complete this action by clicking the **Enroll button**.

# Welcome

Paying for your education is made easy for students and families through the products and services listed below.



## Payment Plans [Learn More](#)

Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum.

### Enroll in a New Payment Plan

#### Academic Year

2018 - 2019

#### This plan is for

SJC Santa Fe - Tuition Payments

*Don't see the option you're looking for?*  
[Search for it here.](#)

#### Academic Term

Fall / Spring

Enroll

### Renew

Please log into your account and start the renewal process.

### Already have an account?

erromero@sjc.edu

.....

Login

[Reset Password](#)

[Register for Payment Plan Access](#)



### Need Help?

800-722-4867

Outside U.S. and Canada

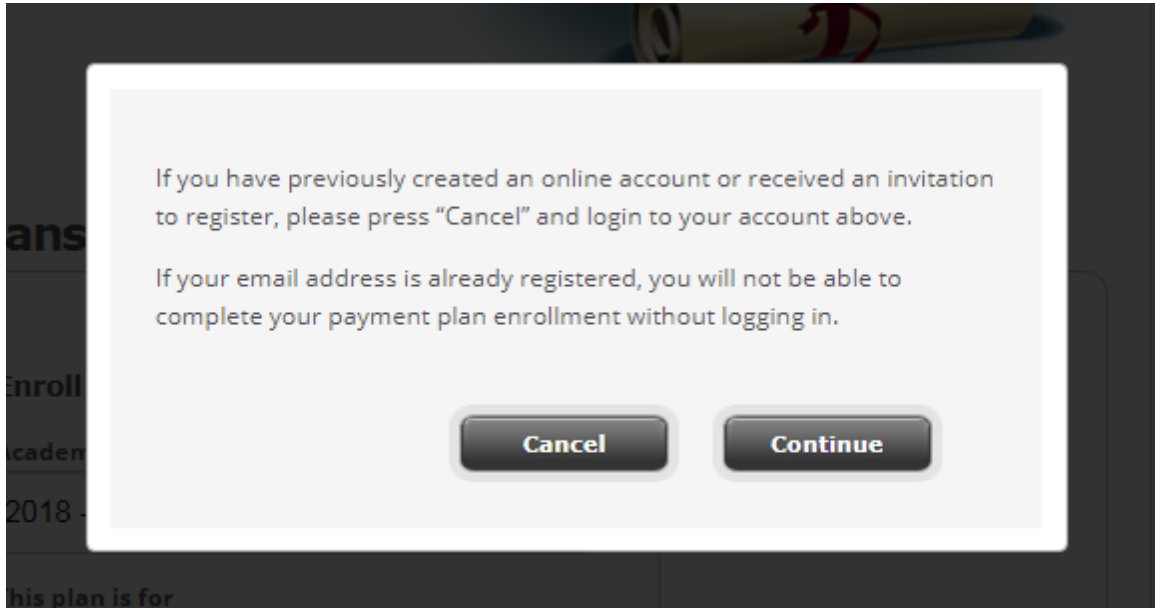
401-921-3999

[Email Us](#)

Monday - Friday

8:00am - 10:00pm (ET)

Review and click Continue:



### Step 1: Choose a Plan

In order to calculate all Tuition and Fees for both the FALL 18 (Term 1) and Spring 2019 (Term 2), click on the link [Calculate your plan amount.](#)



ENROLL IN A PAYMENT PLAN  
**Step 1: Choose a Plan**

Term: Fall / Spring      Academic Year: 2018 - 2019

1 2 3 ✓

#### Plan Information

Payment Plan Amount	No. of Payments	Start Date	Fee
<b>Term 1 Amount</b> \$ <input type="text" value="0.00"/>			
<b>Term 2 Amount</b> \$ <input type="text" value="0.00"/>	<input checked="" type="radio"/> 10	7/1/2018	\$75.00
<b>Total: \$0.00</b>			

*For this plan, the total amount must be between \$1.00 and \$1,000,000.00  
Calculate your plan amount*

Undergrads Only-10 Payments-Starting 7/1

Fee is due at time of enrollment.

TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
ST. JOHN'S COLLEGE | SANTA FE, NEW MEXICO

**Some important information you should know before completing your budget**

- All freshman are required to enroll in the 21 Meal Plan.
- All International Students are required to enroll in the college's Health Insurance Plan.
- A Student Deposit is required of fall freshman, transfer students, or readmitted students.
- An Advance Deposit is required of students each fall to "reserve" a room and classes.
- Tuition Insurance, offered through A.W.G Dewar, Inc., is optional. Students are automatically enrolled; however, there will be posted deadlines for waiving the Tuition Insurance should you choose to opt out of the insurance plan. Please read the Dewar brochure posted on the mySJC website for coverage information, as well as the college's Refund Policy before declining.
- **Do not** include work study in your budget when entering information from your Financial Aid Award! Since work study wages can vary, and are paid directly to the student, wages should not be included in your TMS budget.
- Late fees will be assessed by both TMS **and** the college for payments made after the grace period, usually on the 5th day of the month. Please contact TMS for information regarding their late fee. Information on the late fee assessed by the college can be found in the student handbook as well as on mySJC portal under Handouts.

**Sample budget worksheet**

As you can see in the below screen, there are several options available to you for the type of room/apartment and meal plan you choose. For incoming fall freshman, **Tuition; Standard Dorm Room; 21 meals per month; Mandatory Fees are preselected; Student Deposit; and Tuition Insurance** have been selected for Term 1. If you are an International Student, you must select the annual **Health Insurance option**.

In addition to costs, Financial Aid information, if available to you at the time you are completing your budget, should be entered under the **Deductions** section. Each of the following two pages represents one (1) semester of study and all Financial Aid must be divided by Term. In this example, the student will receive an annual loan in the amount of \$10,000.00, as well as an annual scholarship award in the amount of \$20,000.00. The annual award amounts should be split evenly between Term 1 and Term 2. In addition, the required \$300 Advance Deposit for Fall Freshman (FF) has been entered.

Note that as the information is selected/entered into the work sheet, the costs are being automatically calculated at the bottom of page for each term. Final annual educational costs estimate Term 1 is \$18,842.00 and for Term 2, \$17,883.00, for a total budget over a ten (10) month period is \$36,166.00. Once you have completed the work sheet, click the **Submit** button. If you need to go back and make changes, click the **Cancel**.

**It is common for students to have to make changes to their Payment Plan Budgets, particularly if an estimate was done because you may not have received your Financial Aid Award at the time Tuition was due. Adjustments can be made to your budget at any time during the Term(s). SJC reserves the right to update the budget, either by increase or decrease to actual.**

TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
ST. JOHN'S COLLEGE | SANTA FE, NEW MEXICO



### Calculate Payment Plan Amount

Use the costs below to calculate your payment plan amount for (term)

#### TERM 1:

##### Tuition

- Tuition - Undergraduate \$26,367.00

##### Room

- Dorm Room: Apartment Shared \$4,233.00
- Dorm Room: Apartment Single \$7,695.00
- Dorm Room: Standard \$3,576.00

##### Board

- Meal Plan: 10 \$1,574.00
- Meal Plan: 14 \$2,197.00
- Meal Plan: 21 (required for Freshman) \$2,498.00
- Meal Plan: Block 56 Meal Plan: Block 56 \$620.00

##### Mandatory Fees

- Book Fee \$200.00
- Health Services Fee \$500.00
- Student Activity Fee \$242.00

##### Other Fees

- Caution Deposit (FF/Transfers/Readmits Required) \$200.00
- Health Insurance (International Students - Est) \$1,708.00
- Tuition Insurance (Optional) \$559.00

##### Deductions

Deposits Paid \$

Grants \$

Scholarships \$

##### Additional Expenses

Expense \$

**Term 1 Amount: \$18,842.00**

TERM 2:

**Tuition**

- Tuition - Undergraduate \$26,367.00

**Room**

- Dorm Room: Apartment Shared \$4,233.00  
 Dorm Room: Apartment Single \$7,695.00  
 Dorm Room: Standard \$3,576.00

**Board**

- Meal Plan: 10 \$1,574.00  
 Meal Plan: 14 \$2,197.00  
 Meal Plan: 21 (required for Freshman) \$2,498.00  
 Meal Plan: Block 56 Meal Plan: Block 56 \$620.00

**Mandatory Fees**

- Book Fee \$200.00  
 Student Activity Fee \$242.00

**Other Fees**

- Graduation Fee (Seniors) \$100.00

**Deductions**

- Deposits Paid \$   
Grants \$   
Scholarships \$

**Additional Expenses**

- Expense \$

**Term 2 Amount: \$17,883.00**

**Total Payment Plan Amount: \$36,166.00**


Cancel

Clear Selections

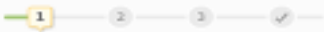
Submit

TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
ST. JOHN'S COLLEGE | SANTA FE, NEW MEXICO

Once the Submit button is pressed, the below screen will appear with Term 1 and Term 2 budgeted amounts automatically populated, as well as the Payment Plan Schedule for the next 10 months.



**ENROLL IN A PAYMENT PLAN**  
**Step 1: Choose a Plan**



Term: Fall / Spring      Academic Year: 2018 - 2019

### Plan Information

Payment Plan Amount	No. of Payments	Start Date	Fee
Term 1 Amount \$ <input type="text" value="15,253.00"/>			
Term 2 Amount \$ <input type="text" value="17,553.00"/>	10	7/1/2018	\$75.00
<b>Total: \$32,806.00</b>			

[Calculate your plan amount](#)

**Undergrads Only-10 Payments-Starting 7/1**

Fee is due at time of enrollment.

### Important Payment Plan Information

Budget TERM 1 is July - November 1; Budget TERM 2 is December 1 - April 1; Budget TERM 3 May 1- July 1.

Once your enrollment payment has been received by TMS, the college will recalculate your budget to actual amount due. TMS will send a Notification of Adjustment via email to you to correct your payment remittances.

Calculate Each TERM SEPARATELY to assure an accurate annual budget. There are several semester specific charges.

Tuition Insurance is automatically billed each year in the FALL semester, with the exception of January Freshmen (JF) and Re-admitted Students. These students will be billed Tuition Insurance in the Term 2 (Spring semester) for the full year.

FALL advance deposits made will be deducted on your Fee Statement. Input this amount under Term 1 Deductions Other. Please note that there is not a SPRING advance requirement.

Tuition Insurance, Waiver deadlines will be posted on your student portal.

### Payment Plan Schedule

Payment Number	Amount	Date Due
1	\$3,515.60	7/1/2018
2	\$3,515.60	8/1/2018
3	\$3,515.60	9/1/2018
4	\$3,515.60	10/1/2018
5	\$3,515.60	11/1/2018
6	\$3,515.60	12/1/2018
7	\$3,515.60	1/1/2019
8	\$3,515.60	2/1/2019
9	\$3,515.60	3/1/2019
10	\$3,515.60	4/1/2019

TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
ST. JOHN'S COLLEGE | SANTA FE, NEW MEXICO

Complete the student's information, including the last six (6) digits of the student's Id number. If you do not know your student ID number, enter the student's social security number.

Complete the Payer's Information, ensuring the information is complete and current.

Create a Password, following the Password Requirements.

Read the Terms and Conditions and either check the box that you agree. If you would like the Truth in Lending Disclosure, check the box and click View consent form or that you would like.

### Student Information

First Name *	M.I.	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Student ID *	- OR -	Student Social Security Number *	
<input type="text"/>		<input type="text"/>	

### Payer Information

First Name *	M.I.	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *	<input type="text" value="United States"/>		
Address (line 1) *	<input type="text"/>		
City *	State *	<input type="text" value="---SELECT---"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Zip *	<input type="text"/>		
Email Address *	Confirm Email Address *		
<input type="text"/>	<input type="text"/>		
Phone *	Ext. <input type="text"/>		
<input type="text"/>	<input type="text"/>		

### Create a Password

Email Address (Your email is your user name)

Enter a value in the email address field above

Password *
<input type="text"/>
Confirm Password *
<input type="text"/>

**Password Requirements**


- At least 8 characters
- No more than 14 characters
- At least 1 uppercase letter
- At least 1 number
- At least 1 special characters
- No illegal characters (<, >)
- Passwords must match



TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
ST. JOHN'S COLLEGE | SANTA FE, NEW MEXICO

**Step 2: Automatic Payments**

Option to enroll into Automatic Payments. Please select either "Yes" or "No" & follow the remaining steps depending on your choice. When finished, click Submit in the lower right to continue.


 ENROLL IN A PAYMENT PLAN

## Step 2: Automatic Payments

1 2 3 ✓

Payment Plan Amount: \$5,000.00      Term: Fall      Academic Year: 2018 - 2019

### Enroll in Automatic Payments

 **Automatic Payments are safe and secure!**  
Enrolling in Automatic Payments will allow your scheduled payments to be made with no additional work from you. Enroll now and you will not have to worry about late fees, writing paper checks or mailing a bill.

Enroll in Automatic Payments?  Yes  No

*Note: Automatic Payments will commence after the Payment Plan account is active.*

TUITION MANAGEMENT SYSTEMS (TMS) PAYMENT PLAN ENROLLMENT INSTRUCTIONS  
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**Step 3: Amount to Pay Today**

Here you will select & authorize your payment to activate your plan. You can choose the minimum due, opt to pre-pay future payments, or enter a custom amount. (Please note: Depending on your selected plan, your minimum payment due today may also include back payments). Before proceeding, please be sure to confirm the total amount of today's payment.

If you select "Quit" – Your plan enrollment will be incomplete. Your account will not be considered active or enrolled by TMS nor your school until the minimum payment is made.

ENROLL IN A PAYMENT PLAN  
**Amount to Pay Today**

Payment Plan Amount: \$2,000.00      Term: Fall      Academic Year: 2018 - 2019

Select the total amount you wish to pay today

1.  Minimum  
 Minimum + 1 installment(s)  
 Other Amount: 0

2. Amount to be paid today  
**\$42.00**

Payments covered by today's payment amount:

	Payment Type	Due Date	Amount
<input checked="" type="checkbox"/>	Enrollment Fee	Due Now	\$42.00
	Installment	7/1/2018	\$400.00
	Installment	8/1/2018	\$400.00
	Installment	9/1/2018	\$400.00
	Installment	10/1/2018	\$400.00
	Installment	11/1/2018	\$400.00

Fully covered     Partially covered

3.      

*If you need assistance, please call  
Tuition Management Systems  
Customer Care at 1-800-722-4867  
Monday -Friday 8:00am -10:00pm EST*