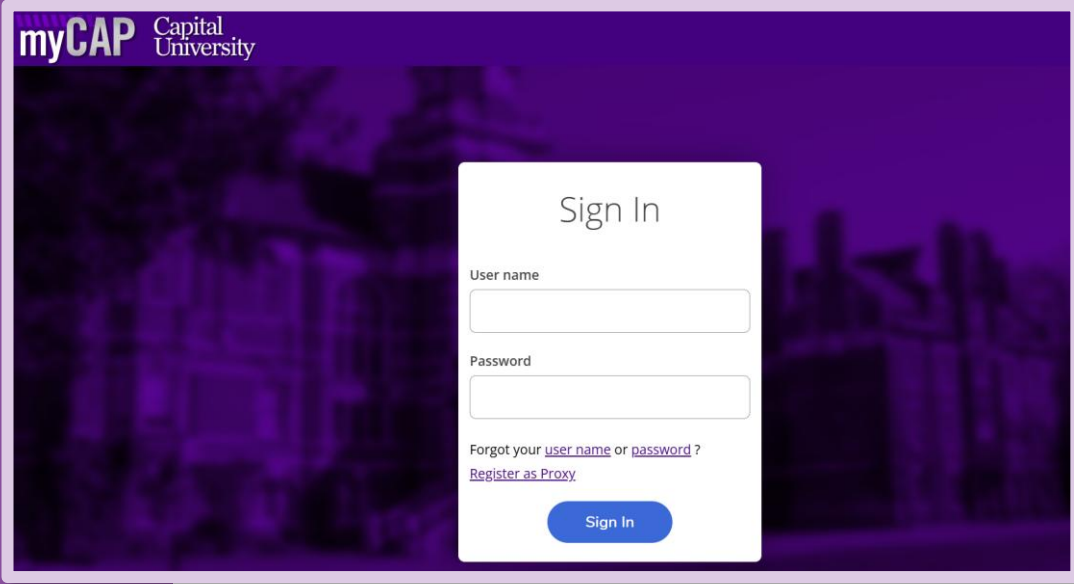
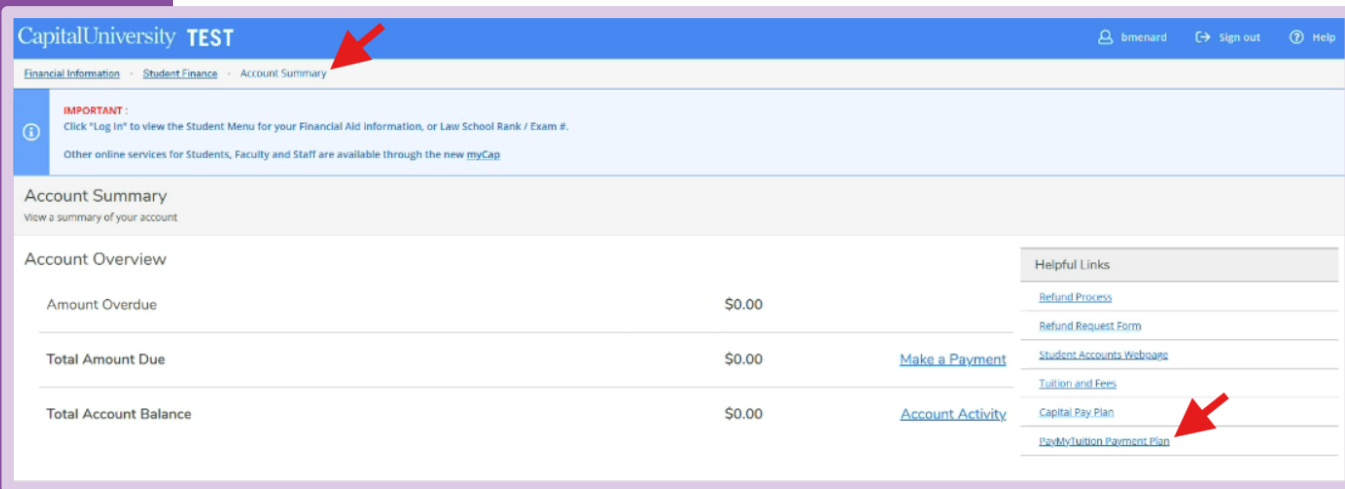


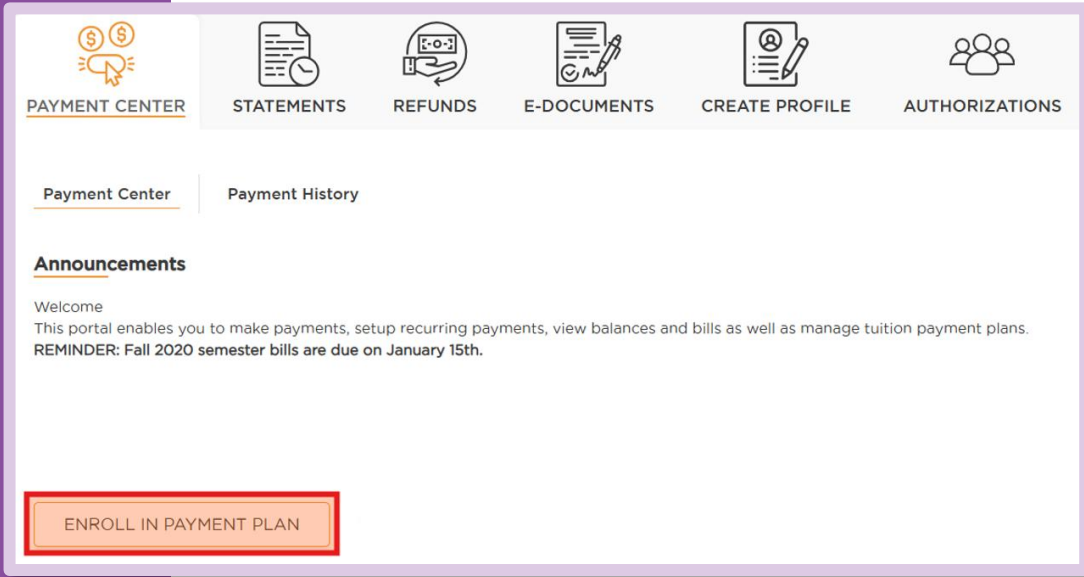
# Capital University



✔ Sign in to your [myCAP](#) portal.



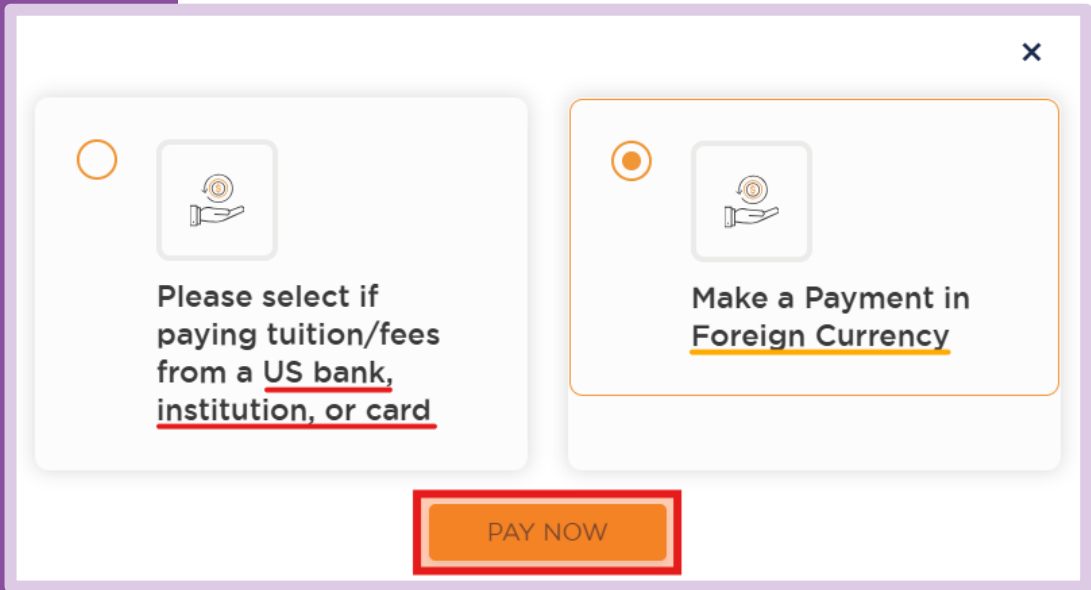
✔ Access the **Account Summary** page and select **“PayMyTuition Payment Plan”** from the **Helpful Links** to be redirected to the PayMyTuition portal.



If you are eligible to enroll in a payment plan, the **ENROLL IN PAYMENT PLAN** button will be available in the PayMyTuition Payment Center.

**Only students can enroll in a payment plan. Authorized Users may make subsequent installment payments but cannot enroll a student in a payment plan.**

✔ Select the **ENROLL IN PAYMENT PLAN** button to begin the enrollment process.



**Note:** International students will be given the option to pay from a domestic bank or card, or from an international bank, institution, or card. Ensure you are making the right selection according to your source of funds.

Domestic students will not have a currency option and can proceed to page 3 of this guide.

✔ Once you have selected your desired currency, if applicable, select the **PAY NOW** button.

**PAYMENT CENTER**    STATEMENTS    REFUNDS    E-DOCUMENTS    CREATE PROFILE    AUTHORIZATIONS

1 Select Plan    2 Schedule    3 Payment Information    4 Agreement

Select Term  
Fall 2024

Plan Name	Setup Fee	Installments	Down Payment	Action
Winter Testing Payment Plan 2026	\$35.00	4	\$50.00	<input type="button" value="DETAILS"/> <input type="button" value="SELECT"/>

## Step 1: Select Plan

The Payment Center will default the **Select Term** field to an eligible term for a payment plan. Use the drop-down arrow to see if other term plans are available.

To view the plan(s) you are eligible to enroll in, review the available list for the selected term.

Select the **Details** button to see a preview of each plan, including the applicable term, down payment and setup fee requirements, payment frequency, and more.

**WINTER TESTING PAYMENT PLAN 2026** [X]

Term <b>Fall 2024</b>	Enrollment deadline <b>Dec 31, 2025</b>
Scheduled payments required? <b>Yes</b>	Setup fee <b>\$35.00</b>
Down payment <b>Yes</b>	Number of payments <b>4</b>
Payment frequency <b>Monthly</b>	Late payment fee <b>\$ 20.00</b>

✔ After reviewing the plan details, click **SELECT** to continue or **CANCEL** to exit the Plan Details pop-up.

**PAYMENT CENTER** | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE | AUTHORIZATIONS

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**Eligible Charges and Credits**

Description	Charges (\$)	Credits (\$)
	\$ 12,057.07	
Summer 2024 Previous Term Balance	\$ 3,014.80	
<b>Balance: \$ 15,071.87</b>		
Down payment	<input type="text" value="\$50.00"/>	
Setup fee	<input type="text" value="\$35.00"/>	
<b>CALCULATE</b>		

**Payment Plan Schedule**

Description	Due Date MM-DD-YYYY	Amount
<input checked="" type="checkbox"/> Setup Fee	2025-12-30	\$ 35.00
<input checked="" type="checkbox"/> Down Payment	2025-12-30	\$ 50.00
<input type="checkbox"/> Installment 1 ⓘ	2025-12-24	\$ 3,755.46
<input type="checkbox"/> Installment 2	2026-01-26	\$ 5,007.29
<input type="checkbox"/> Installment 3	2026-02-24	\$ 5,007.29
<input type="checkbox"/> Installment 4	2026-03-24	\$ 5,007.29

**Total value of installments: \$ 15,021.87**  
**Total due now: \$ 85.00**

**PREVIOUS** | **NEXT**

## Step 2: Schedule

This section shows the eligible charges and credits for the payment plan, along with the overall **balance**. If applicable, down payment and setup fees will also be displayed.

- ✔ Select the **CALCULATE** button to generate your Payment Plan Schedule.

Installments selected by default **must** be paid immediately to enroll in the plan.

Installments not selected by default can be added by the payer to increase your initial payment, which will reduce the amount of your remaining plan balance.

- ✔ Review the payment plan schedule, the total value of installments, and the total due now before proceeding. Click **NEXT** to continue.

**ALERT** [X]

**Confirmation**

I acknowledge that changes to my account balance for the term will result in changes to my future installment amounts.

**Note:** You must acknowledge that any changes to your account balance for the term may affect your future installment amounts before proceeding.

**PAYMENT CENTER**    STATEMENTS    REFUNDS    E-DOCUMENTS    CREATE PROFILE    AUTHORIZATIONS

1 Select Plan    2 Schedule    3 **Payment Information**    4 Agreement

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**Payment**

Setup Automatic Payments

Would you like to set up payments to be made automatically?

Yes, I would like to set up automatic payments with my payment method of choice.

No, I do not want to set up automatic payments.

• You must pay the plan fees before enrollment can be processed.  
• You will be responsible for making installment payments on time, through this system, in person, or via mail.



If your selected payment plan supports automatic payments, you may be asked whether you would like to enable auto-pay using your preferred payment method. If you choose not to enroll in automatic payments, you are responsible for submitting each payment manually before the installment due date.

**Note: If you are paying with a foreign bank or card, automatic payments are not available.**

**Payment Details**

**Payment Method**    Select Payment Method ▾

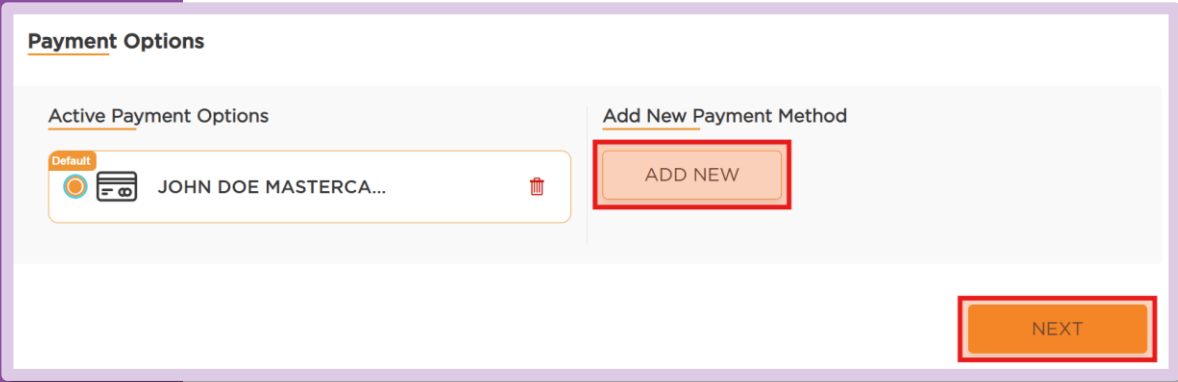
Amount Payable	\$ 3,027.00
Convenience Fee	\$ 0.00
<b>Total Payable</b>	<b>\$ 0.00</b>



Use the drop-down menu to select your preferred Payment Method. Upon enrollment, payment options from US banks or card include **ACH or Credit Card**.

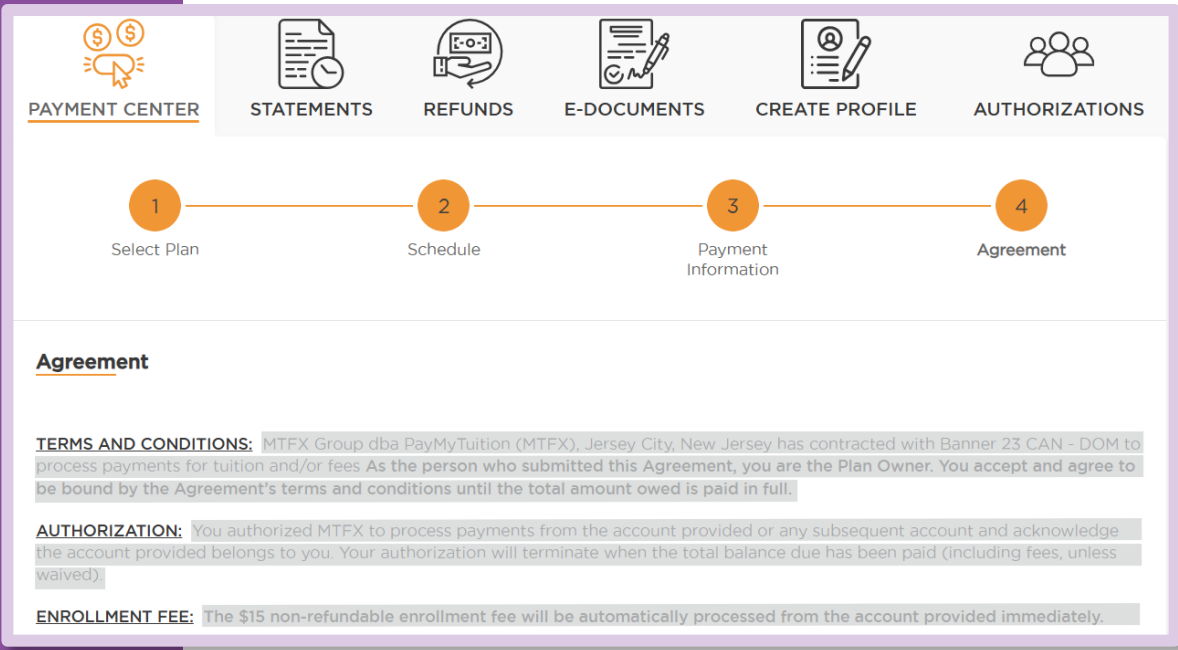
You will be prompted to enter your ACH banking details or your billing details for credit card payment.

Before clicking **ADD**, you can set this as your default payment method for future installments; otherwise, a default must be set before your next due date.



- ✔ If the selected payment method is ACH or Credit Card, select the account from the **Active Payment Options** section, then click **NEXT**.

If you already have a saved Active Payment Option you'd like to use, select it (if it's not automatically selected), then click **NEXT**.



#### Step 4: Agreement

- ✔ Carefully review the entire **Payment Plan Agreement** to ensure you understand all terms, conditions, and obligations.

Once reviewed, check **I agree to the Terms and Conditions**, provide your electronic signature, and select **PAY NOW** to process your payment and enroll in the payment plan.

PAYMENT CENTER    STATEMENTS    REFUNDS    E-DOCUMENTS    CREATE PROFILE    AUTHORIZATIONS

1 Select Plan    2 Schedule    3 Payment Information    4 Payer Information    5 Student Information    6 Agreement

**What country are you paying from?**

United Kingdom

**Make a payment**

805.20

- ✓ Pay your fees from any country, at any bank, in any currency!
- ✓ Don't overpay your bank on currency exchange. PayMyTuition will save you money!
- ✓ Track your payments from start to finish using PayMyTuition's student payment dashboard.
- ✓ Multilingual customer support to help you when you need us.

**IF PAYING FROM AN INTERNATIONAL BANK OR CARD**  
 follow the steps outlined on pages 3 and 4 of this guide, then proceed to Step 3 below.

**Step 3: Payment Information**

- ✓ **What country are you paying from?**  
 Use the drop-down menu to search for and select the country you are paying from.

The **Make a Payment** section will automatically populate the payment amount that will be settled to your institution in US dollars.

**Payment Options**

- Bank Transfer in British Pound (GBP)  
1,106.00 GBP
- Trustly Bank Transfer in British Pound (GBP)  
1,106.00 GBP
- Visa - Debit or Credit in GBP  
1,108.00 GBP
- Mastercard - Debit or Credit in GBP  
1,108.00 GBP
- PayPal  
1,147.00 GBP
- Pay in another currency

- ✓ In the **Payment Options section**, select your preferred method of payment. Available options may include local bank transfers, credit or debit cards, and eWallets.

- ✓ Once selected, click **NEXT**.

**PAYMENT CENTER** | STATEMENTS | REFUNDS | E-DOCUMENTS | CREATE PROFILE | AUTHORIZATIONS

1 Select Plan | 2 Schedule | 3 Payment Information | 4 Payer Information | 5 Student Information | 6 Agreement

**We require the following information to process your payment**

Email address  
johndoe@gmail.com

Who will be making this payment?  
 Student  
 Someone else

### Step 4: Payer Information

Students or payers paying from an international bank, institution, or card, will need to review information populated in the **Payer Information** section.

Ensure all required fields are completed accurately.

**Identification of Student**

Identification type  
Passport

Expiration date  
2026-04-10

Identification number  
PS12345678

Please upload student identification

Drag and drop files here to upload  
Only .JPG, .JPEG, .PNG and .PDF files can be uploaded.

BROWSE

I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.

I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.

PREVIOUS | NEXT

The **Identification of Student/Payer** section requires government-issued identification details and a copy of the corresponding ID for the student (or the payer, if different) to ensure compliance with anti-money laundering regulations when making a payment to the institution.

Select **NEXT** at the bottom of the page to proceed.

**Student information**

Student ID

First name

Email address

Last name

PREVIOUS NEXT

### Step 5: Student Information

- ✔ The **student information** section will default according to the information on your student profile.
- ✔ Select **NEXT**.

PAYMENT CENTER  
 STATEMENTS  
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**Agreement**

**TERMS AND CONDITIONS:** MTFX Group dba PayMyTuition (MTFX), Jersey City, New Jersey has contracted with Banner 23 CAN - DOM to process payments for tuition and/or fees As the person who submitted this Agreement, you are the Plan Owner. You accept and agree to be bound by the Agreement's terms and conditions until the total amount owed is paid in full.

**AUTHORIZATION:** You authorized MTFX to process payments from the account provided or any subsequent account and acknowledge the account provided belongs to you. Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

**ENROLLMENT FEE:** The \$15 non-refundable enrollment fee will be automatically processed from the account provided immediately.

### Step 6: Agreement

- ✔ Carefully review the entire **Payment Plan Agreement** to ensure you understand all terms, conditions, and obligations.
- ✔ Once reviewed, check **I agree to the Terms and Conditions**, provide your electronic signature, and select **PAY NOW** to obtain your payment instructions.

**PAYMENT CENTER** STATEMENTS REFUNDS E-DOCUMENTS CREATE PROFILE

**Payment Status**

Amount Pending **GBP 1,106.00**

You — PayMyTuition — Your institution

Click the **Download Instructions** button below to view or download your payment instructions.

Please follow the instructions provided. You must effect payment before **January 1, 2026** or your payment will be automatically cancelled.

**DOWNLOAD INSTRUCTIONS**

**Payment Details**

Payment method: Bank Transfer in British Pound (GBP)

YOU SEND GBP 1,106.00	INSTITUTION WILL RECEIVE CAD 2,000.00	REFERENCE ID CNC-5104554
--------------------------	--	-----------------------------

- Notifications
- Confirm funds were sent
- Give me another 48 hours

- ✔ You will be directed to your Payment Center tracking dashboard.
- ✔ From this dashboard, you can view payment details and manage your transaction, including adjusting notifications, confirming that funds have been sent, requesting an additional 48 hours on your rate, cancelling your payment, or accessing the Payment Center.
- ✔ To complete your payment, select **DOWNLOAD INSTRUCTIONS** (for bank transfers) or **PAY NOW** (for credit card or e-wallet payments) to retrieve the necessary payment instructions.
- ✔ Once your payment is successfully processed, you will be enrolled in the Payment Plan.

**Note:** If you are paying from an international bank, financial institution, or card, installment payments will not be automatically scheduled. You are responsible for completing each payment before the installment due date by accessing the PayMyTuition Payment Center.

International payments may take **2–7 business days** to process.