

Student Account Suite User Guidelines For International Students

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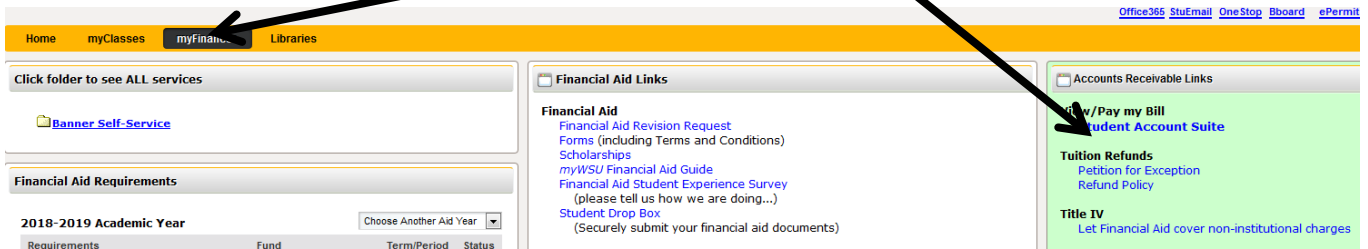
[View Recent Activity](#)

Questions? Contact
wsuaccountsreceivable@wichita.edu

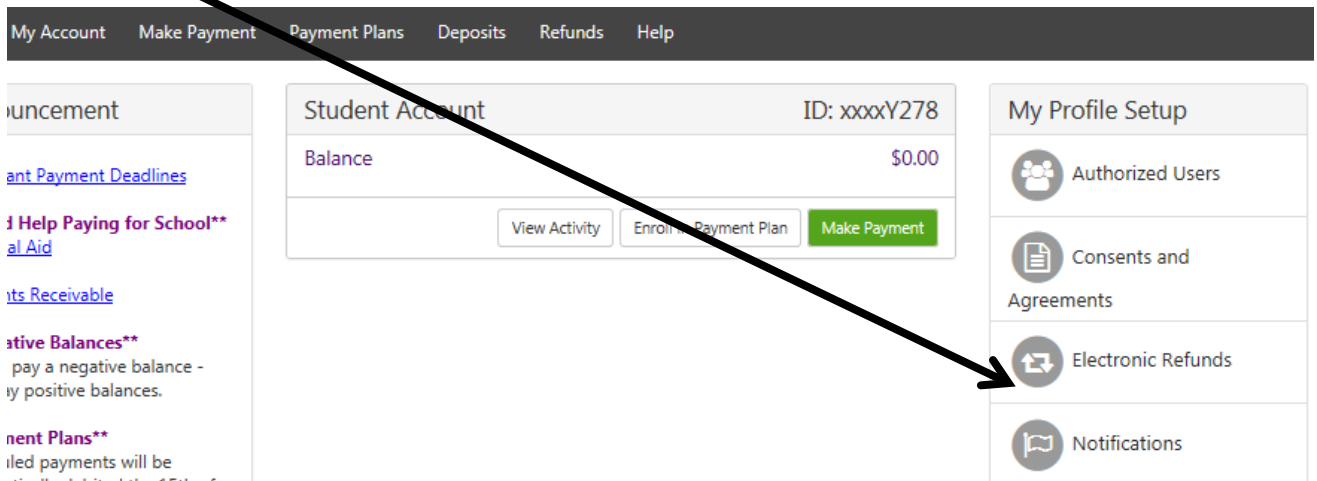
Prepared by
Accounts Receivable & International Education

How to Set Up Direct Deposit

Log into myWSU. Click “myFinances” tab and click “Student Account Suite”



1. Click on “Electronic Refunds”



2. Select **“Set Up Account”**

eRefunds

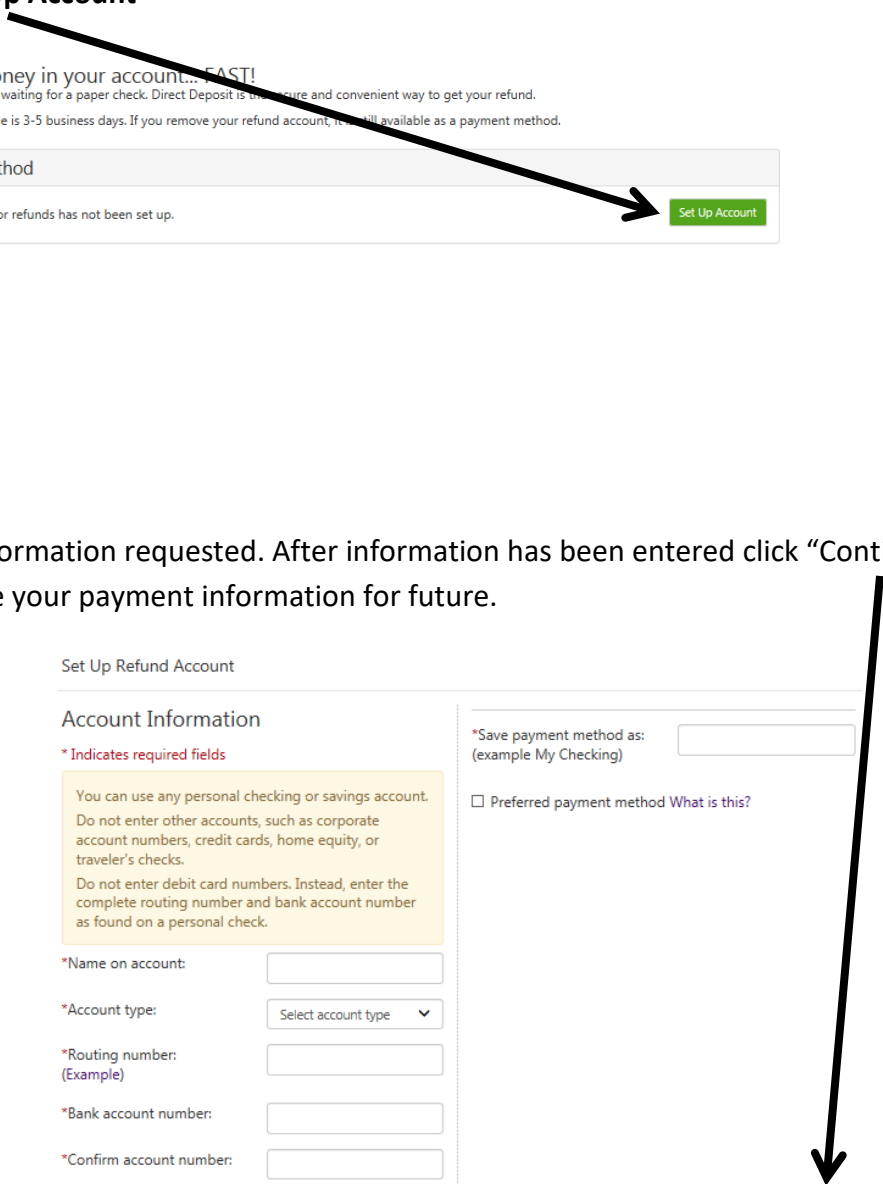
eRefunds puts money in your account... **FAST!**

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

Direct deposit processing time is 3-5 business days. If you remove your refund account, it will still be available as a payment method.

Current Refund Method

A Direct Deposit account for refunds has not been set up.



3. Enter the information requested. After information has been entered click **“Continue”**. At this time you can also save your payment information for future.

Set Up Refund Account

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.

*Name on account:

*Account type:

*Routing number:
(Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

Preferred payment method [What is this?](#)

4. Read the agreement, click the “I Agree” box and click “Continue”

Set Up Refund Account

I hereby authorize **Wichita State University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to my account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: **Wu Shock**

Address:

Depository: **SOUTHWEST NATIONAL BANK
P O BOX 1401
WICHITA, KS 67201**

Routing Number: **101100618**

Account Number: **xxxx652**

This agreement is dated Wednesday, August 1, 2018.

For fraud detection purposes, your internet address has been logged: 156.26.62.53 at 8/1/18 1:33:27 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **WSUAccountsReceivable@wichita.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Common Bank Routing Numbers

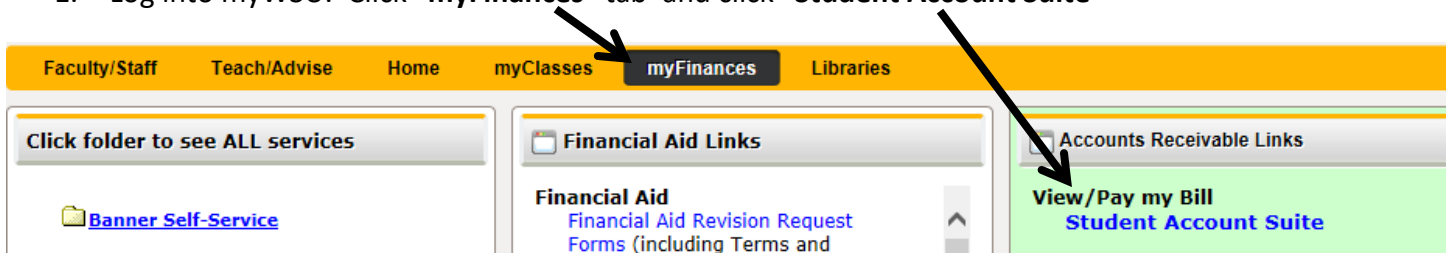
Bank of America (Kansas)	https://www.bankofamerica.com/	101100045
Bank of the West	http://www.bankofthewest.com	301171081
Campus Credit Union	http://www.campuscu.org/	301179999
Capitol Federal	http://capfed.com	301171285
Commerce Bank	https://www.commercebank.com	101000019
Credit Union of America	https://cuofamerica.com/	301180056
Emprise Bank	https://emprisebank.com/	101100579
Fidelity Bank	http://fidelitybank.com/	301171353
Intrust Bank	http://intrustbank.com	101100029
Meritrust	http://www.meritrust.com	301180292
Sunflower Bank	https://www.sunflowerbank.com/	101100621
UMB Bank	https://www.umb.com	101000695
Verus Bank	http://www.verusbank.com/	101102878

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How to Set up an Authorized User

From this page, you may give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users **DO NOT** have access to your stored payment methods, academic records, or other personal information.

1. Log into myWSU. Click “myFinances” tab and click “Student Account Suite”



2. Select “Authorized Users”

The screenshot shows a student account dashboard. At the top, there is a navigation bar with links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below this, there is an 'Announcement' section with links for 'Important Payment Deadlines', 'Need Help Paying for School?' (with sub-links for Financial Aid, OSMM, and Accounts Receivable), 'Negative Balances' (with a note: 'Do not pay a negative balance - only pay positive balances.'), and 'Payment Plans' (with a note: 'Scheduled payments will be automatically debited the 15th of each month.'). In the center, there is a notification: 'You have a late installment payment that needs to be paid immediately. Make Payment'. Below that is a green bar with the text 'I would like to pay...' and a dropdown menu labeled 'Select Option' with a 'Go!' button. Underneath is a 'Student Account' summary showing 'ID: xxxxB489' and 'Balance \$2,222.92' with a 'View Activity' button. On the right side, there is a 'My Profile Setup' sidebar with several options: 'Authorized Users', 'Consents and Agreements', 'Electronic Refunds', and 'Notifications'. A large black arrow points from the 'Authorized Users' link in the sidebar to the 'Make Payment' notification in the center.

3. Click “Add Authorized User”

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

4. Enter your Authorized Users email address and select Yes or No for the following questions.

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Add Authorized User

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes No

Would you like to allow this person to view your 1098-T tax statement?

Yes No

Would you like to allow this person to view your payment history and account activity?

Yes No

Cancel Continue

5. Select the "I Agree" box, click "Continue"

Agreement to Add Authorized User

The e-mail address you provided (felicia.torres@wichita.edu) already exists in our system, however we have no record of that person's name. This indicates that the person to whom the e-mail address belongs was or may still be a registered user in our system. Please ensure that the e-mail address you provided is correct. If you have any doubts that this is the correct person, please press the "Cancel" button.

I hereby authorize **Wichita State University** to grant felicia.torres@wichita.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, July 26, 2018.

For fraud detection purposes, your internet address has been logged:
156.26.62.53 at 7/26/18 3:17:52 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

Cancel Print Agreement Continue

6. An email notification with instruction on how to log in and view your billing and payment plan information has been sent to your designated Authorized User.

Authorized Users

- Thank you. We have sent an e-mail notification to this person.
- (Note: Authorized users have their own login ID's and passwords)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Authorized users Add Authorized User

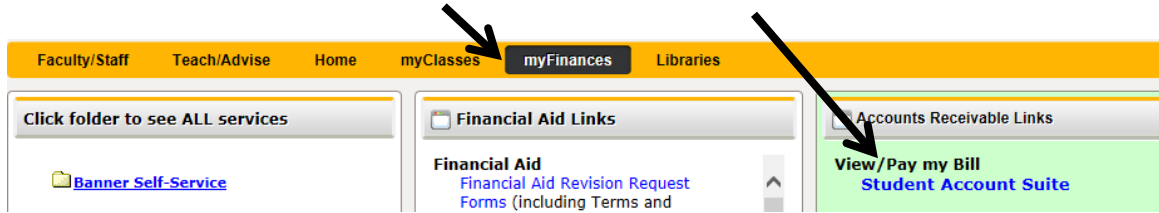
If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name	Email address	Action
		<input type="button" value="o"/>
		<input type="button" value="o"/>

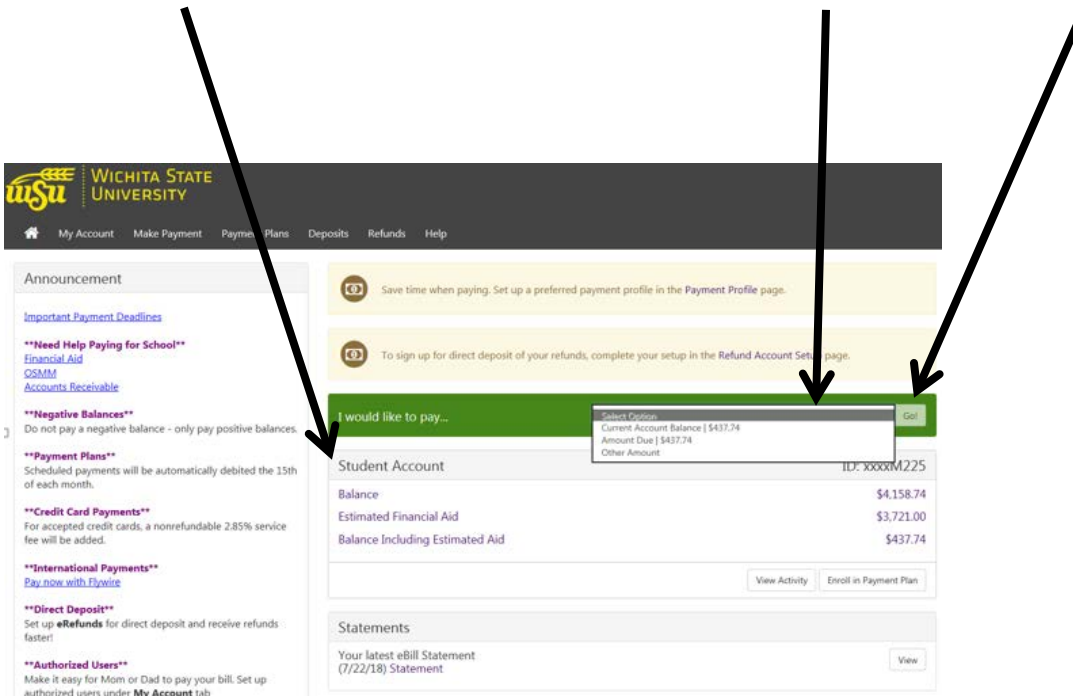
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How to Pay in Full

1. Log into myWSU portal. Click “myFinances” tab and click “Student Account Suite”



2. Balance will appear on this page. Select from drop down to pay. Click “Go”



3. If paying "Other Amount", enter the amount you wish to pay by removing the amount that is in the box.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 7/25/18

Current account balance \$437.74 437.74

Amount due \$437.74 437.74

Pay by line item

4. **NOTICE** the different Payment Methods available. If banking information was saved in the Student Account Suite, you would see that account listed in the drop down.

Wichita State University

My Account Make Payment Payments Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$437.74

Method:
Select Method
Electronic Check (checking/savings)
Credit Card via PayPath

Cancel Continue

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

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

5. **NOTICE** the Preferred Payment Method available.

Method

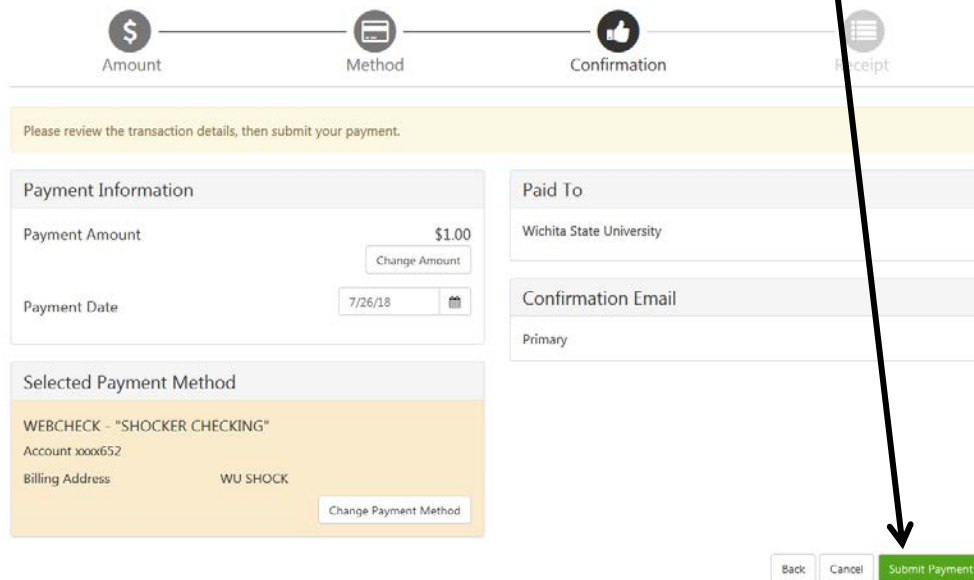


A dropdown menu with a blue border. The top two items are labeled "Select Method" and the bottom item is "SHOCKER CHECKING" which is highlighted in blue. An arrow points from the "SHOCKER CHECKING" option to a green callout box.

“SHOCKER CHECKING”. This method was established from the prior instructions, “Setting up a Direct Deposit”. By setting up “WSU Tuition” as an account, your refunds as well as payments may be debited or credited from this account depending upon your selection. Once you make a payment from the “WSU Account”, you will receive a confirmation e-mail with payment details, which is shown below.

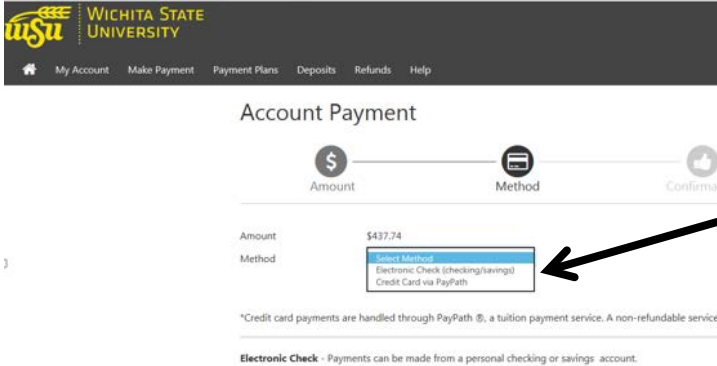
6. After selecting you’re saved payment method, click “Submit Payment”

Account Payment



A confirmation screen for an account payment. At the top, there is a progress bar with four steps: Amount, Method, Confirmation, and Receipt. Below this is a yellow banner that says "Please review the transaction details, then submit your payment." The main content is divided into three columns. The left column contains "Payment Information" with fields for "Payment Amount" (\$1.00) and "Payment Date" (7/26/18). The middle column contains "Paid To" (Wichita State University) and "Confirmation Email" (Primary). The right column contains "Selected Payment Method" (WEBCHECK - "SHOCKER CHECKING") and "Billing Address" (WU SHOCK). At the bottom right, there are three buttons: "Back", "Cancel", and "Submit Payment" (highlighted in green). An arrow points from the "Submit Payment" button to the text in step 6.

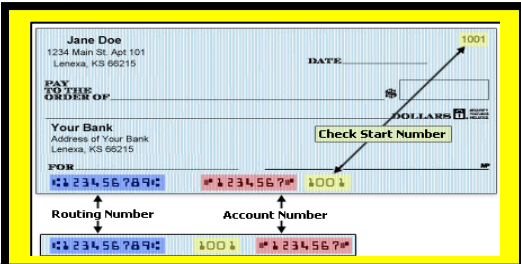
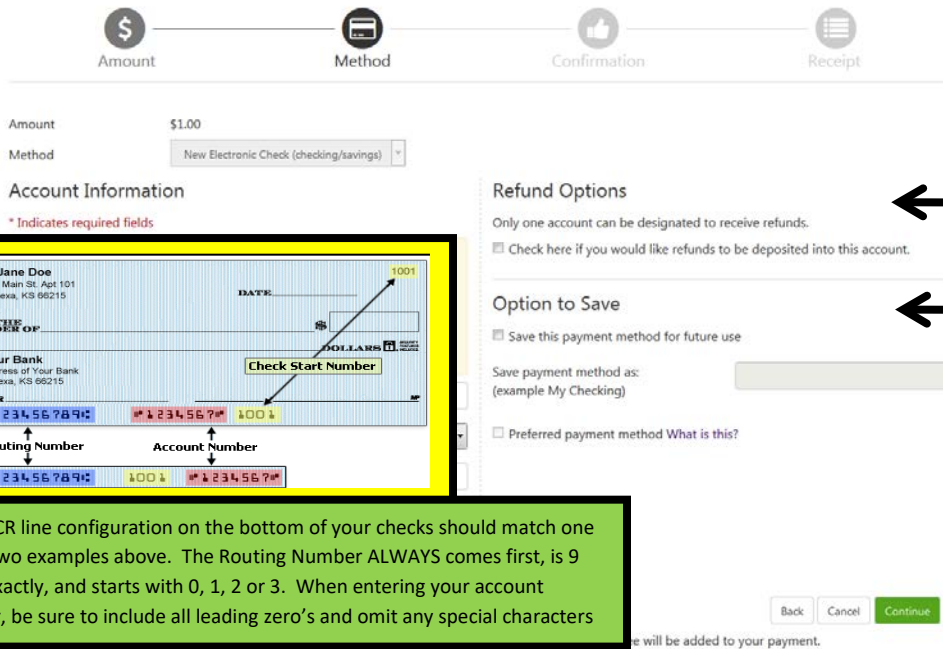
7. "NEW ELECTRONIC CHECK"



Electronic Check – Electronic payments require a bank routing number and account number. Payments may be made from a personal checking or savings account. **You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.**

8. At this time, you may also select the “Refunds Options” to be direct deposited into this account. You also have the option to save this payment method for future use by checking the “Options to Save” and setting this information as the “Preferred payment method” for future payments.

Account Payment



The MICR line configuration on the bottom of your checks should match one of the two examples above. The Routing Number ALWAYS comes first, is 9 digits exactly, and starts with 0, 1, 2 or 3. When entering your account number, be sure to include all leading zero’s and omit any special characters

9. “Credit Card via PayPath”

Account Payment

Amount Method Confirmation **Select “Continue”** Receipt

Amount \$1.00

Method Credit Card via PayPath

Back Cancel Continue

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

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

10. Select “Continue to PayPath”

Account Payment


Amount Method Confirmation Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information	Paid To
Payment Amount: \$1.00 Change Amount	Wichita State University
Payment Date: 7/26/18 Change Date	Confirmation Email
Selected Payment Method	Primary
TOUCHNET PAYPATH Change Payment Method	

Back Cancel Continue to PayPath

11. Click "Continue"



WICHITA STATE UNIVERSITY


Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Wichita State University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath Service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:


Term:	Fall 2018
Student ID	Amount
<input type="text"/> - Student Account	\$1.00

PayPath Payment Service accepts:



Cancel Continue

12. A non-refundable PayPath Service Fee will be added to your payment with a minimum charge of \$3.00. Click "Continue"



Amount Card Info Confirmation Receipt

Payment Amount Information


In addition to the amount paid to Wichita State University, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:	\$1.00
-----------------	--------

Cancel Continue

13. Fill in the required credit card information and click “Continue”. This will give you an opportunity to review the payment before you actually submit the payment.

PayPath Payment Service accepts:



*Indicates required fields

Payment Card Information

* Name on card:

* Card account number:

* Card expiration date: MM YY

* Card security code: What is this?

Billing Address

Check if address is outside of the United States:

* Billing address:

* City:

* State: Kansas (KS)

* Zip code:

* Email address:

* Confirm email address:

Phone number:

Select continue to review your payment details before submitting.

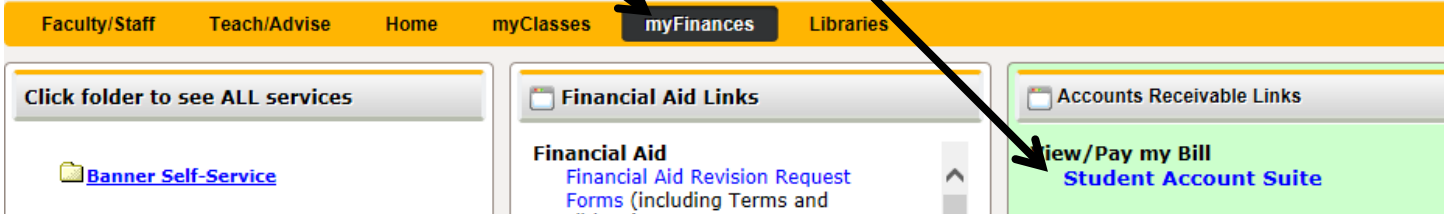
Cancel



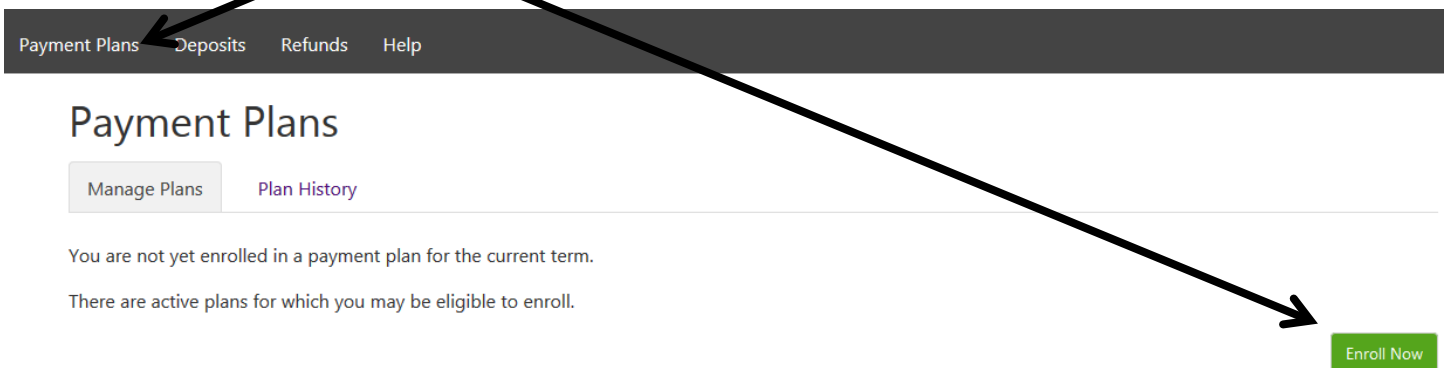
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How to Set up a Payment Plan

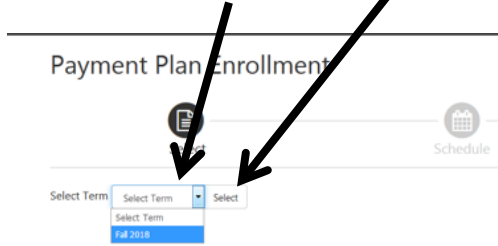
1. Log into myWSU. Click “myFinances” tab and click “Student Account Suite”



2. Select “Payment Plans” and “Enroll Now”



3. Select appropriate Term, click "Select"

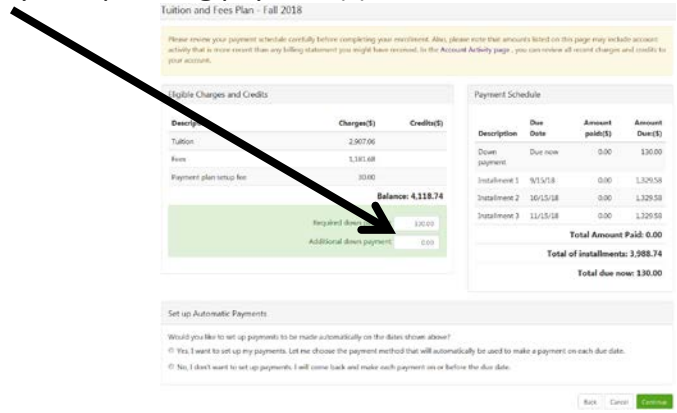


4. Enroll in this plan to pay your WSU Tuition and Course Fee Charges in 3 equal payments. A \$30.00 **non-refundable** plan set-up fee and \$100.00 **non-refundable** minimum down payment are required. If you wish to apply more than the minimum down payment enter it in the "Additional down payment" box.

Students with financial aid

If your financial aid has been applied to your account, enter that amount into the **Down Payment** box.

- a. This will result in three equal payments (you must have at least \$130 in financial aid to cover your down payment or you will be responsible for the remaining down payment).
- b. If your financial aid has not been applied or will be applied to your account at a later date, you will be responsible for paying the down payment. Once your financial aid is disbursed, it will be applied to your upcoming payment(s).



5. Payment Schedule Plan shown below indicates the down payment and the equal monthly payments.

Be sure to select YES or NO below. YES, will allow WSU to automatically withdraw monthly payments from your bank account.

Tuition and Fees Plan - Fall 2018

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the **Account Activity** page, you can review all recent charges and credits to your account.

Description	Charges(\$)	Credits(\$)
Tuition	2,997.06	
Books	1,381.68	
Payment plan setup fee	30.00	
Balance: 4,118.74		
Required down payment	130.00	
Additional down payment	0.00	

Description	Due Date	Amount paid(\$)	Amount Due(\$)
Down payment	Due now	0.00	130.00
Installment 1	9/15/18	0.00	1,329.58
Installment 2	10/25/18	0.00	1,329.58
Installment 3	11/25/18	0.00	1,329.58
Total Amount Paid: 0.00			
Total of installments: 3,988.74			
Total due now: 130.00			

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel **Continue**

6. Select Payment Method

WILMINGTON STATE UNIVERSITY

My Account Make Payment Payment Plans Deposits Refunds Help

Account Payment

Amount Method Confirmation Receipt

Amount: \$437.74

Method: **Select Method**
Electronic Check (checking/savings)
Credit Card via PayPath

Cancel **Continue**

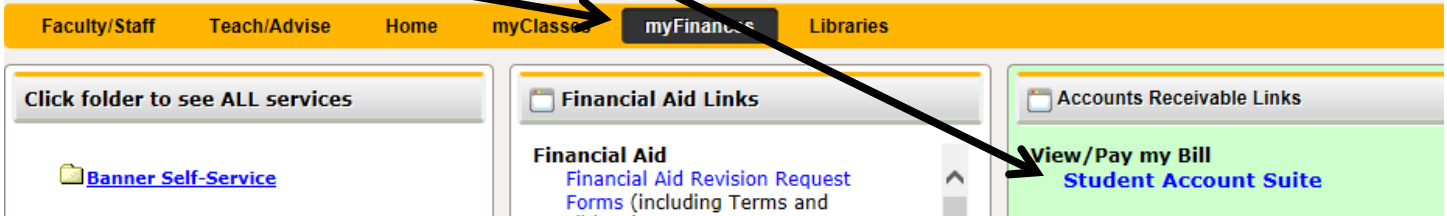
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Electronic Check - Payments can be made from a personal checking or savings account.

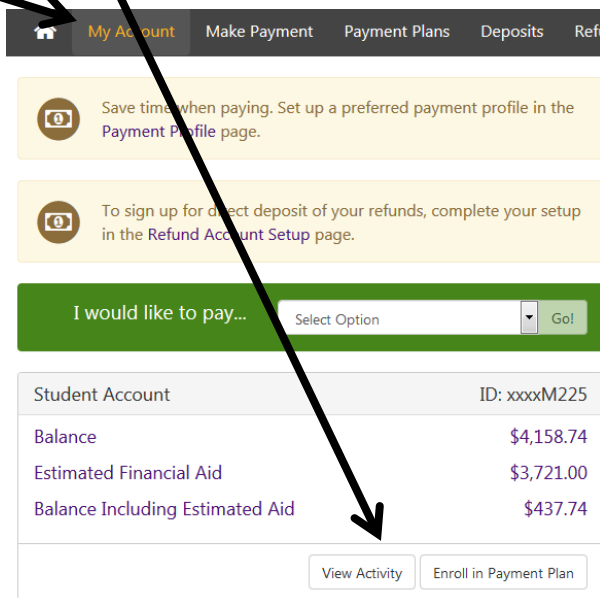
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View Recent Activity

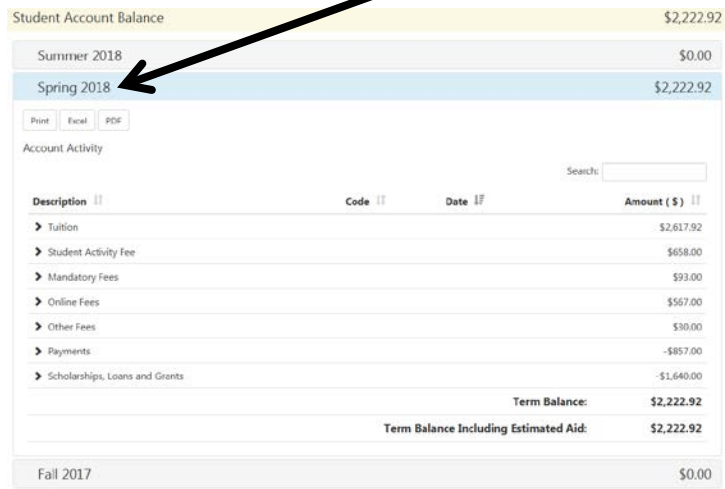
1. Select “myFinances” tab and “Student Account Suite”



2. Click on “My Account” and “View Activity”



3. Account Activity may be viewed by clicking on the term



The screenshot shows a web interface for a student account. At the top, a yellow bar displays 'Student Account Balance' with a value of \$2,222.92. Below this, a table lists terms: Summer 2018 (\$0.00), Spring 2018 (\$2,222.92), and Fall 2017 (\$0.00). The 'Spring 2018' row is highlighted in blue and has a black arrow pointing to it. Below the table are buttons for 'Print', 'Excel', and 'PDF'. A section titled 'Account Activity' contains a search box and a table with columns for Description, Code, Date, and Amount (\$). The activity table lists items like Tuition, Student Activity Fee, Mandatory Fees, Online Fees, Other Fees, Payments, and Scholarships, Loans and Grants. At the bottom of the activity table, it shows 'Term Balance: \$2,222.92' and 'Term Balance Including Estimated Aid: \$2,222.92'.

Student Account Balance		\$2,222.92
Summer 2018		\$0.00
Spring 2018		\$2,222.92
Fall 2017		\$0.00

Account Activity

Description	Code	Date	Amount (\$)
Tuition			\$2,617.92
Student Activity Fee			\$658.00
Mandatory Fees			\$93.00
Online Fees			\$567.00
Other Fees			\$30.00
Payments			-\$857.00
Scholarships, Loans and Grants			-\$1,640.00
Term Balance:			\$2,222.92
Term Balance Including Estimated Aid:			\$2,222.92

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