



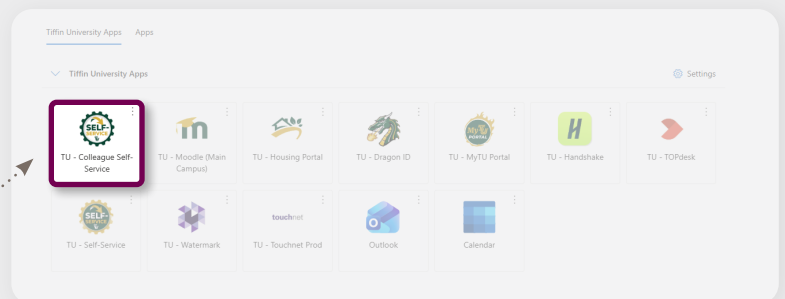
HOW TO SET UP A PAYMENT PLAN

Students and authorized users can set up a payment plan on the student account. Students log in via **TU - Colleague Self-Service**; parents log in through **TouchNet** using an authorized user account set up by the student. See instructions for setting up and logging in as an authorized user.

FOR STUDENTS

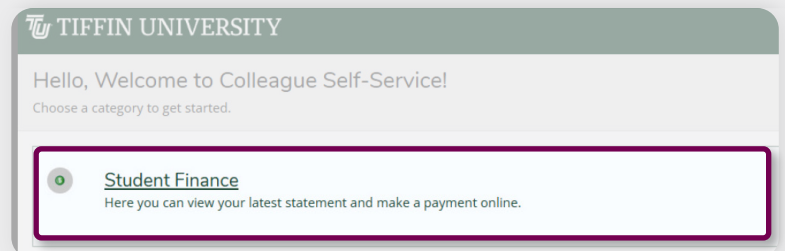
STEP 1

Log into **MyApps** and select the **TU - Colleague Self-Service** tile.



STEP 2

Click on the **Student Finance** tile.



STEP 3

Click on the **Make a Payment**.



STEP 4

Click on **Continue to Payment**.

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

Continue to Payment Center

FOR PARENTS / AUTHORIZED USERS

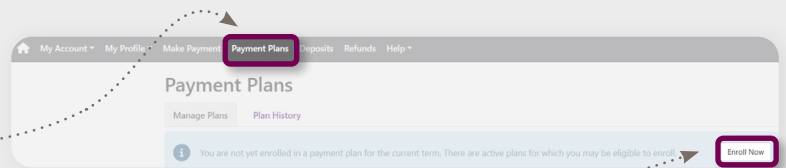
Log into **Touchnet** at https://secure3.touchnet.com/C23443_tsa/web/login.jsp

NOTE: Your student will need to setup your authorization to TouchNet if you do not have access. Please reference instructions on **How to Set Up an Authorized User** for guidance.

STEP 5 - Payment Plans

Click on **Payment Plans** tab.

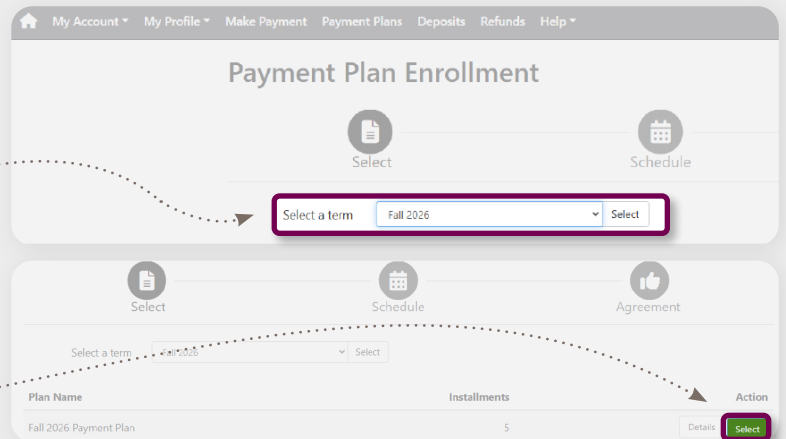
Click **Enroll Now**.



STEP 6 - Term Selection

Select **Term** using the drop-down menu.

Click **Select**.



STEP 7 - Payment Schedule

If you would like to pay an optional **down payment**, enter amount in the optional down payment section.

If not, click **Continue**.

Fall 2026 Payment Plan

Plan Description

Please note - Installment amounts may change due to new charges or credits. You will be notified via email if your installment amounts change.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Fall 2026	1,000.00	
Balance:		1,000.00

Optional down payment:

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	8/1/26	200.00
Installment 2	9/1/26	200.00
Installment 3	10/1/26	200.00
Installment 4	11/1/26	200.00
Installment 5	12/1/26	200.00
Total of installments:		1,000.00

STEP 8

Select a payment method and click **Continue**.

Select Payment Method:*

* Indicates required information

*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.

STEP 9

Check the box I agree to the terms and conditions.

Click **Continue**.

Payment Plan Agreement

You must scroll through the full agreement and select "I agree" to continue.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$30.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$4,290.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$4,320.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, _____, hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$30.00. I understand that a late fee of \$25.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Drake University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full. Installment 1 in the amount of **\$1,072.50 due on 9/1/18**.

I agree to the terms and conditions.

STEP 10

Select to **Set up Automatic Payments.**

Click **Continue.**

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.

[Continue](#)

STEP 11

To make a payment click
Pay Next Installment.

View Agreement.

See your **Pay off Plan.**

Fall 2026 Payment Plan

Plan name	Fall 2026 Payment Plan	Payoff amount	\$1,000.00
Enrolled by			
Enrollment date	3/12/26		
Term	Fall 2026		

[View Agreement](#) [Pay Off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2026 Payment Plan -- Installment 1 of 5	8/1/26	Scheduled		8/1/26	PayPath	\$200.00	✖
Fall 2026 Payment Plan -- Installment 2 of 5	9/1/26	Scheduled		9/1/26	PayPath	\$200.00	✖
Fall 2026 Payment Plan -- Installment 3 of 5	10/1/26	Scheduled		10/1/26	PayPath	\$200.00	✖
Fall 2026 Payment Plan -- Installment 4 of 5	11/1/26	Scheduled		11/1/26	PayPath	\$200.00	✖
Fall 2026 Payment Plan -- Installment 5 of 5	12/1/26	Scheduled		12/1/26	PayPath	\$200.00	✖

[Update All Methods](#) [Pay Next Installment](#)