

ALBANY STATE UNIVERSITY PAYMENT OPTIONS

| ONLINE | CASHIER'S WINDOW | MAIL | NEW! Nelnet Payment Plan |
|--|---|---|---|
| <p>PERSONAL CHECK</p> <p>VISA</p> <p>MASTERCARD</p> <p>AMERICAN EXPRESS</p> <p>DISCOVER</p> <p><i>Debit and Credit Cards Accepted</i></p> | <p>CASH</p> <p>PERSONAL or OFFICIAL CHK</p> <p>MONEY ORDER</p> <p>VISA, MASTERCARD</p> <p>AMERICAN EXPRESS</p> <p>DISCOVER</p> <p><i>Debit and Credit Cards Accepted</i></p> <p>Location: BILLY C. BLACK BLDG, FINANCIAL OPERATIONS (NEXT TO ROOM 284)</p> <p>Normal Business Hours: MON - FRIDAY; 9am - 4pm</p> <p>Summer Hours (May - July): MON - THURS; 7:30am - 5pm</p> | <p>PERSONAL CHECK</p> <p>OFFICIAL CHECK</p> <p>MONEY ORDER</p> <p>Mail payments to: ALBANY STATE UNIVERSITY FINANCIAL OPERATIONS 504 COLLEGE DRIVE ALBANY, GA 31705</p> <p>Include w/payment: Name, Student ID, Phone Number and Purpose for Payment</p> | <p>HOW TO ENROLL IN PLAN</p> <ol style="list-style-type: none"> 1. Visit www.asurams.edu 2. Using the <i>Students</i> link on top left, navigate to Banner Web 3. Log in, you will then be on the main menu 4. Navigate to Student Services & Financial Aid, Registration, and select Set up Payment Plan <p>Students may enroll in the plan each semester. The maximum amount for the plan is \$5,500. Any amount over this will be added to the down payment.</p> <p><i>Payment plans are for current semester tuition/fees expenses ONLY.</i></p> <p>For detailed information on deadlines, payment plan fees, down payments, and other inquiries about the plan, please visit: http://www.mycollegepaymentplan.com/asu or call 229-430-4610</p> |

ONLINE PAYMENT INSTRUCTIONS

Online payments can be made by all ASU students via BannerWeb.

Students paying for **Transcripts, Housing Deposits/Applications, Orientation Fees, Applications for Admission, or Tests** should contact those respective departments for specific payment instructions.

Students making other **non-tuition payments** (i.e. **Diploma fees or Replacement Student ID Cards\Keys**) are requested to email financialoperations@asurams.edu after online payment is made. Include the following information in the email: Name, Student ID, Phone number, Reason for payment, and Amount of payment.

For additional assistance with the online payment process, please call Financial Operations at (229) 430-4610.

To **BEGIN** on-line payment:

1. Go to www.asurams.edu
2. Click on **Students** link in top right corner
3. Click on **Banner Web** under **Academic Resources**
4. Click on **Login into Secure Area**
 - a. Enter **Ram ID #** (If user does not know Ram ID#, Click on **Retrieve ID**)
 - b. Enter **Banner Password** (If user needs password reset, click on **Forgot PIN?**—If not successful or you need a new assigned password, please contact ASU Helpdesk at (229) 430-4909).
5. Click on **Login** to proceed
6. Click on **Student & Financial Aid**
7. Click on **Student Account Information**
8. Click on **Account Detail For Term**
9. **Select Term**, then Click Submit (FALL: August - December SPRING: January - April SUMMER: May - July)
10. At bottom of page, Click on **Make a Payment** to go **TOUCHNET ONLINE PAYMENT PORTAL**.

TOUCHNET ONLINE PAYMENT PORTAL

1. Under Students and Staff, enter **Ram ID # (UNIVERSITY ID)** and **Banner Password (PIN)**, then Click on **Login**
2. Click on **Make a Payment**
3. Click on **Make a Payment** again
4. Choose to pay by **Current Account Balance (even if account has zero balance)**
5. Enter **payment amount** in box on the right, then Click on **Continue**
6. Select **Payment Method** from drop down box, then click on **Select**
7. Enter card and billing information
8. Student will **receive a confirmation** after submitting payment