

Banner Self Service Student Online Payment Instructions:

Payments must be made using a MasterCard, Visa, Discover, American Express or electronic check.

1. Login to [My VolState](#) with your assigned username and password. If you have forgotten your username or password, call the Help Desk at 230-3302 for assistance.

2. Select the “**Academics**” tab.

3. In the left column, look for the “Pay Account” section, click on ePayment Gateway.

4. Click Continue to be directed to the secure online payment system.





5. To pay your balance in full, select **Make Payment** and follow the prompts.

Student Account	ID: xxxxx4385
Balance	\$0.00
<input type="button" value="View Activity"/> <input type="button" value="Make Payment"/>	




6. The following selections are available. Choose Current Account Balance, Amount Due or Pay by Term. You can enter the amount you would like to pay and it does not have to equal the current balance or amount due. If paying for a term other than the current term, you can enter the term the payment should be applied to. Only terms with a balance will be shown. Then click Continue.

Account Payment

 Amount	 Payment	 Confirmation	 Receipt
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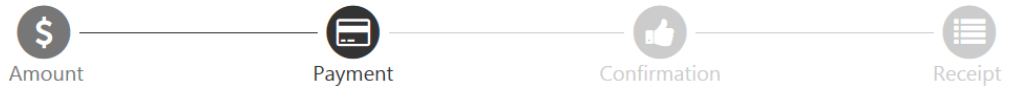
<input type="radio"/> Current account balance	\$0.00	<input type="text" value="0.00"/>
<input type="radio"/> Amount due	\$0.00	<input type="text" value="0.00"/>
<input checked="" type="radio"/> Pay by term		

Payment Total: \$0.00

Payment Date	<input type="text" value="3/1/18"/> 	Memo	<input type="text"/>
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7. To pay by credit or debit card, select the payment method of Credit or Debit Card, and then click Select. You will then be able to enter your credit or debit card number. To pay by checking or savings account, click Payment Methods link.

Account Payment



If you want to make a payment from a new checking/savings account, please visit the [Payment Methods](#) page and create a new payment method.

Amount **\$50.00**

Method Select 

Account Information

* Indicates required fields

*Card number:

8. To pay with a checking or savings account, click Electronic Check (checking/savings), then click Select.

My Profile

Personal Profile Payment Profile

Cancelled making payment!

A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Add New Payment Method

Method Select

9. Payment information should be entered on this screen. You can select to save this payment method for future payments. (Note: If adding a checking account, be sure to use the routing number and account number from a current check, not a debit card.)

*Note – If you want to use this option for refunds, please click Send Code under Refund Options.

Add New Payment Method

Method: Electronic Check (checking/savings) ▼ Select

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.

*Account type: Select account type ▼

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State: Select State ▼

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Send Code

10. In order to make a payment, you must read and agree to the terms and conditions. Check the box I Agree and click Continue.

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: businessoffice@volstate.edu

Print and retain a copy of this agreement.

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

I Agree

Print Agreement Cancel Continue

11. Once the payment information is entered, you can click the Home Icon, then follow steps 5-7. Once you choose your method of payment, review all payment information and click **Submit Payment**.

Payment Information	
Payment Amount	\$50.00 <input type="button" value="Change Amount"/>
Payment Date	3/1/18 <input type="button" value="Calendar"/>

Paid To	
Volunteer State Community College	

Confirmation Email	
Primary	<input type="text"/>

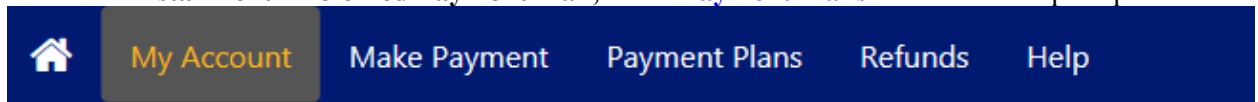
Selected Payment Method	
MASTERCARD Account xxxxxxxxxxxx5454 Exp 03 / 19 Billing Address John Smith 123 Elm Street Gallatin, TN 37066 <input type="button" value="Change Payment Method"/>	

13. A confirmation page **SHOULD BE PRINTED** for your records to show proof of payment.

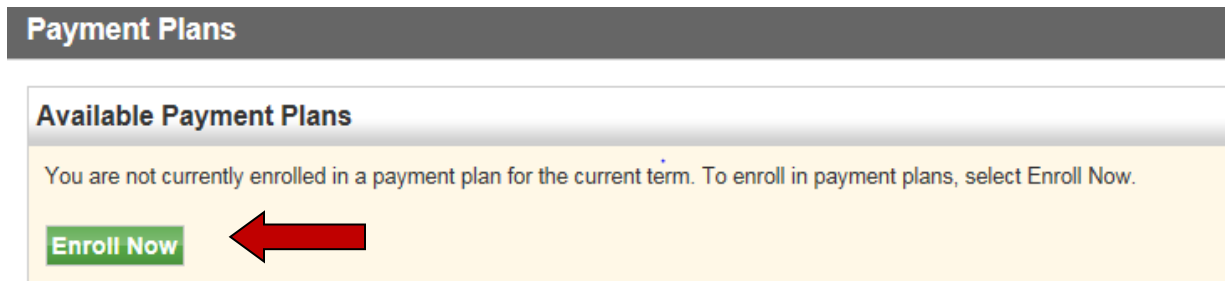
Payment Receipt	
Your payment in the amount of \$1.00 was successful. A confirmation email was sent to <input type="text"/> . Please print this page for your records.	
Payment date:	3/2/18
Amount paid:	\$1.00
Transaction type:	Purchase
Student name:	<input type="text"/>
Paid to:	Volunteer State Community College UNITED STATES
Web address:	https://epay.volstate.edu/C20247_tsa/web/
Account number:	<input type="text"/>
Card type:	VISA
Name on card:	<input type="text"/>
Card not present for this transaction.	

How to Enroll in the Deferred Payment Plan

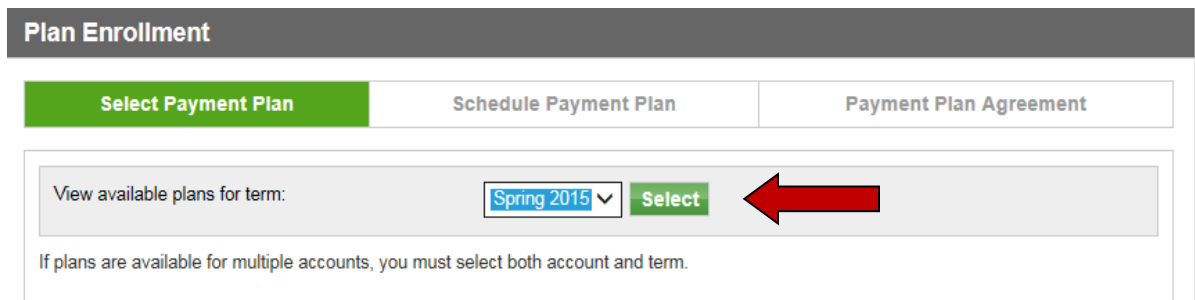
1. To enroll in the **Installment - Deferred Payment Plan**, select **Payment Plans** and follow the prompts.



2. Select **Enroll Now** under the Available Payment plans section.



3. Select the current term.



4. After plan selection has been made a detail summary will be provided for you. Click **Continue**.

VSCC Online Spring 2015 Deferred Payment PI
The deferred payment plan requires 50% of the total tuition and fees plus a \$25.00 service charge as a down payment. The remaining balance is divided into two equal payments that will be due March 1 and April 1. You will have the option to have your payments automatically charged to a saved payment method on March 1 and April 1. The only bills you will receive for the deferred plan will be in the form of an E-Bill.
[View full plan description](#)

VSCC Online Spring 2015 Deferred Payment PI Details

Term(s):	Spring 2015
Enrollment deadline:	2/20/15
Scheduled Payments:	Optional
Setup fee:	\$25.00
Minimum down payment:	50.00%
Number of payments:	2
Payment frequency:	Fixed Dates
Late payment fee:	\$25.00

[Continue](#) [Cancel](#)

5. The following page will provide your total Tuition charges and required Down Payment. Click **Display Schedule** to continue.

Plan Enrollment

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	960.00	
Balance		960.00
Down payment:		480.00

Display Schedule



6. You will then be given a breakdown of current fees due along with the two installment payments for the deferred payment plan and their due dates. **At the bottom of the screen, you have the option to set up your payments to be made automatically on the due dates. If you choose not to set up payments, you are responsible for paying the installments on the due dates shown.** Click Continue after option is made.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	960.00	
Balance		960.00
Down payment:		480.00

Recalculate Schedule

Payment Schedule			
Description	Due Date	Amount Paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	25.00
Down payment	Due now	0.00	480.00
Installment 1	3/1/15	0.00	240.00
Installment 2	4/1/15	0.00	240.00
Total Amount Paid:			0.00
Total of installments:			480.00
Total due now:			505.00

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.


Continue Back Cancel




7. Select your payment method and continue.

Select Payment Method

- If you want to make a payment from a new checking/savings account, please visit the [Payment Methods](#) page and create a new Payment Method payment method. -

Select Payment Method 



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

Debit and Credit Card - We accept the following credit and debit cards.



8. The next page displays the Deferred Payment Contract, showing each installment amount and the date each payment is due. This should be printed for your records. If you agree to the terms, click [I Agree](#) and then [Continue](#). The transaction will not be completed until this box is checked.

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.	\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$455.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$480.00

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, **Rachel A. Welch**, hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date 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 \$25.00. I understand that a late fee of \$25.00 of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Volunteer State Community College** 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 **\$240.00 due on 3/1/15**.

Installment 2 in the amount of **\$240.00 due on 4/1/15**.

This agreement is dated Tuesday, November 11, 2014.

For fraud detection purposes, your internet address has been logged:

198.146.116.225 at 11/11/14 12:01:10 PM CST

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 businessoffice@volstate.edu.

Print and retain a copy of this agreement.

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

I Agree



9. A confirmation page **SHOULD BE PRINTED** for your records to show proof of payment.

Payment Receipt

Thank you, your payment was processed successfully.
Your enrollment in VSCC Online Spring 2015 Deferred Payment PI was processed successfully.

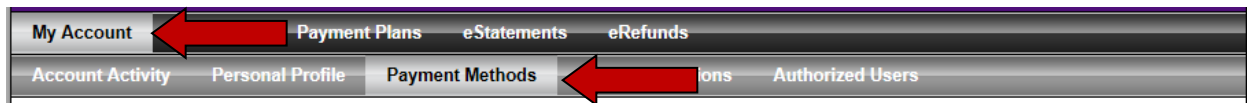
Payment Confirmation

Payment date:	11/11/14
Payment Time:	12:02:49
Name of Payee:	Volunteer State Community College
Name on Card:	John Smith
Account number:	XXXXXXXXXXXX5454
Amount Paid:	\$505.00
Description:	Student Account Payment
Student Name:	Rachel A. Welch
Confirmation Number:	20141111000000
Authorization Code:	120240

Card not present for this transaction. Please print this page for your records.

To change a saved payment method (two ways to change):

1. Click **My Account**, then **Payment Methods**



2. You can edit a previously saved payment method by clicking on Edit or Delete next to the payment method listed. A *Saved Payment Method* may not be deleted if currently used for deferred payment plan.

You can add a new payment method to replace a previously stored payment method by:


- Under Payment Methods, Select Add New Payment Method. Select the **Payment Method** from the drop down box: Electronic Check or Credit or Debit Card.
- Click on **Select**.
- Enter the new card number and click Continue.
- Enter the Name on Card and the “name” for your saved payment method. Click Continue.
- Once you have saved the new payment method, delete the previous payment methods

3. Select **Payment Plans**, then click **Payments**.

Payment Plans

You are currently enrolled in a payment plan for the current term.

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#). 

Plan Name: VSCC Online Spring 2015 Deferred Payment PI | [View Agreement](#)

Term: Spring 2015

Enrollment Date: 11/11/14

Setup fee: \$25.00

Down payment: \$480.00

Payoff amount: \$480.00 | [Pay off Plan](#)

Installment	Due Date	Status	Amount Due(\$)
1 of 2	3/1/15	Unpaid	240.00
2 of 2	4/1/15	Unpaid	240.00

Payment Plan History

4. Select **Edit** for the payment you wish to change. Choose the new Payment Method from the dropdown box. If you need to add a new payment method, click on Payment Methods and enter the new card/checking account information as listed in Steps 9-13.

Account Payment

Account Payment


Current balance includes activity since your last statement, including recent payments and new charges.

Amount Due: -\$12.50 Charges not included in a plan: \$0.00

[Make a Payment](#)

Pending Payments

The payments listed below will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount(\$)	Action
VSCC Online Spring 2015 Defe -- Installment 1 of 2	Rachel A. Welch	3/1/15	246.25	Edit Delete 
VSCC Online Spring 2015 Defe -- Installment 2 of 2	Rachel A. Welch	4/1/15	246.25	Edit Delete