

Moody Bible Institute Payment Plan: Frequently Asked Questions

Are there any fees to participate in the Payment Plan?

A \$65 enrollment fee is charged each semester you enroll in a payment plan.

Is there a minimum amount to enroll in the Payment Plan?

Yes, students must owe a minimum of \$500 for the semester to be eligible to enroll in the Payment Plan.

How much is due at time of enrollment in the Payment Plan?

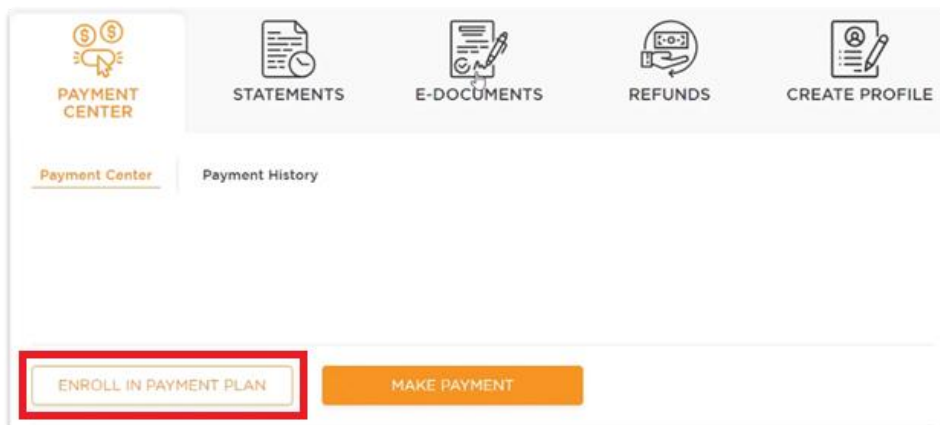
The down payment, plus the enrollment fee, is due at the time of enrollment in the Payment Plan. The amount due depends on your account balance and the plan chosen.

What students are eligible to enroll in the Payment Plan?

All students owing \$500 or more for the semester should be eligible to enroll in the semester Payment Plan. You cannot be enrolled in more than one Payment Plan at the same time.

How do I enroll in a Payment Plan?

Upon redirect from myMoody into the PayMyTuition portal, locate your **Payment Center** and select **“ENROLL IN PAYMENT PLAN”**. You will be prompted to confirm the plan details and the amount you wish to budget. After you input your payment method, you can review your Payment Plan Agreement and finalize your plan.

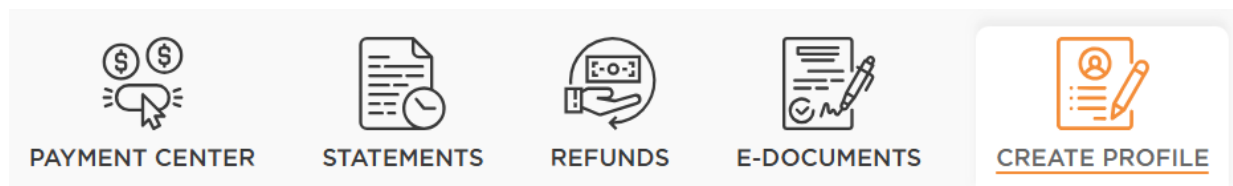


How can Authorized Users interact with the Payment Plan?

A plan must be initiated by the student. However, Authorized Users can make subsequent payments on a plan that their student has set up. Banking information is confidential and only the user will be able to see and access this information. Multiple Authorized Users can be registered in the same students' payment plan.

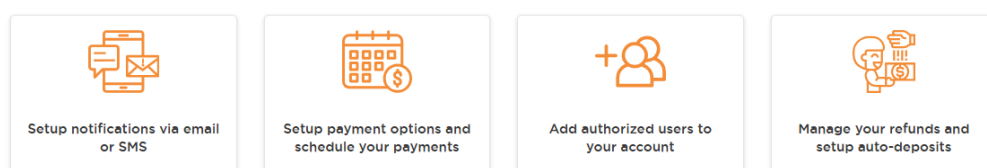
How to add an Authorized User to the Student Profile

Once logged into PayMyTuition through your Student Portal link click on Create a Profile > Select Add Authorized users to your account > Input your authorized user information. Remember to enable the correct permissions for your authorized user. Once you have added them the authorized user will receive an email from PayMyTuition to request they register as a user.



Setup your profile

Once you have setup your profile you will be able to:



How to edit or delete an Authorized user

Within the Action column, you can view the status of your request, edit authorized user details, delete the authorized user from your account, and resend the email link for registration:

Authorized users list					ADD NEW
Name	Phone Number	Email Address	Status	Action	
Carla Alegre	4164665555	test@gmailllllll.com	Pending	   	

How do I make changes to or cancel my Payment Plan?

Students and their Authorized Users can make changes to their payment plan within PayMyTuition's **Payment Center**. You will be responsible for any balance due on your student account after your Payment Plan has been modified or canceled.

Students and Authorized Users will not be permitted to cancel their payment plan on their own. Please contact the Student Accounts Office at student.accounts@moody.edu to request cancelation of your payment plan.

Students must contact Student Accounts at least five (5) business days prior to an automated payment date if there are any questions or concerns with their automated payments.

Are payments automatically withdrawn?

Yes. When you enroll, you will be required to enter either a checking/savings account or credit card number that will be used to automatically withdraw funds on your installment due dates. The default payment method you choose will be used for all scheduled payments.

What happens if my payment is returned by my bank?

There is a \$25.00 **non-refundable** fee charged on your student bill for any returned payments.

Can I change my payment method after enrolling?

If you would like to switch from one checking/savings account to another or switch from a credit card payment to a checking/savings account, you can add a new payment method within PayMyTuition's **Payment Center**. You can do this under the "Profile" tab. *Please be sure the payment method you wish to use for the automated payments is set at the default payment method.*

Questions for the Moody Bible Institute team?

Contact Student Accounts at student.accounts@moody.edu or call (312) 329-4223 with any questions about charges, billing adjustments, payments, and refunds.

Need Assistance? The PayMyTuition student support team is happy to help:

Call 1.855.663.6839 (toll-free) or through one of their [local country contact numbers](#). You can also contact PayMyTuition Support at support@paymytuition.com or through their [support page](#).

No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions about PayMyTuition and help you with your payment plan enrollment.

Please note: PayMyTuition can help only with their processes. If you have questions about your student bill, please contact the Student Accounts Office at student.accounts@moody.edu or call 312-329-4223.