

PAY ONLINE INFO SHEET-COLLECTIONS DEPT.


IMPORTANT NOTE: Make sure you have an approved payment agreement on file before you begin repayment. Payment agreement forms available at www.andrews.edu/sfs.


NEW PAYMENT METHODS AS OF AUGUST 2015:

Andrews University has partnered with TouchNet®, a third-party payment service for online payments. This partnership has changed where and how you make payments online. Students will now have the following payment methods available to them:

APPROVED PAYMENT METHODS

- **US check or money order** (mailed to the SFS address below)
- **e-Check** (US checking or savings account, free on TouchNet® - www.andrews.edu/sfs)
- **Credit card** (also through TouchNet®, 2.75% convenience fee applies)
- **Wire** (through flywire by Peer Transfer - www.peertransfer.com)
- **Cash or check at SFS Cashier window.** We are currently unable to accept credit card payments over the phone or in person.

 If you have selected an online payment method, you will need to re-activate your Andrews University password. Go to <https://vault.andrews.edu/vault/goto/home> and click on "Username Activation". Once your password is activated, you may begin paying online. TouchNet® can be accessed by clicking on the **Pay Online** button at www.andrews.edu/sfs. This link will take you to a login screen for the TouchNet® Student Account Center. This is where you will manage your account, make your monthly payments and set up future or recurring payments according to your approved payment schedule with the SFS Collections Dept. We recommend bookmarking this site. If you choose the e-Check option, please pay careful attention as you enter your bank information. While there is no charge for using this option, there will be a \$5.00 service fee from TouchNet® for payments returned as unpaid.

 If you are having someone else make payments to your account, you will need to set them up in TouchNet® as an Authorized User. Once you have logged in to your TouchNet® Student Account Center, click on the Authorized User tab at the top of your screen and follow the instructions. Your Authorized User will then receive an email from TouchNet® with a link, a temporary password and instructions.

If you have any questions regarding TouchNet®, you may contact Student Financial Services at 269-471-3334 or by email at payments@andrews.edu.

Please contact the SFS Collections Department to set up or change your payment agreement.

Thank you!

Rhonda J. Peak
Collections Manager
Student Financial Services
Andrews University

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