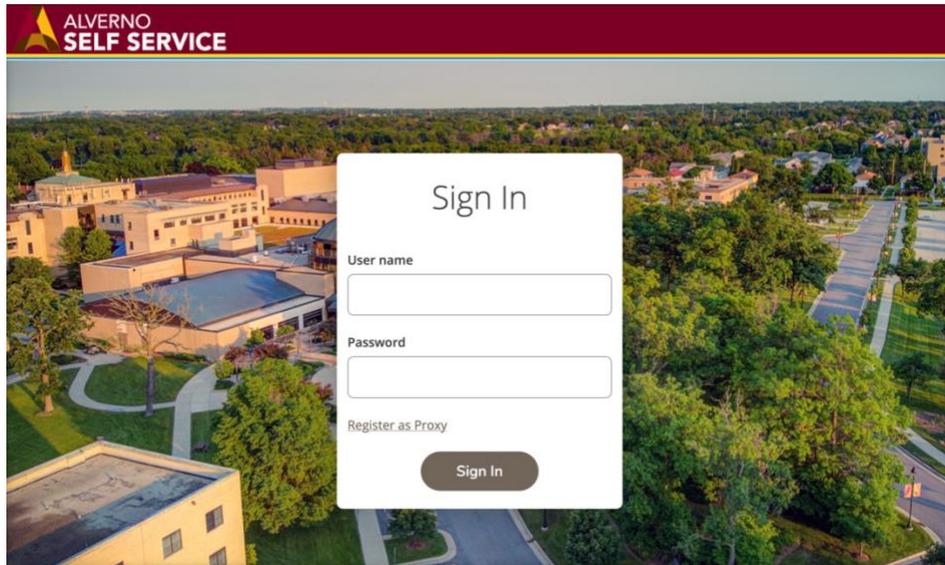


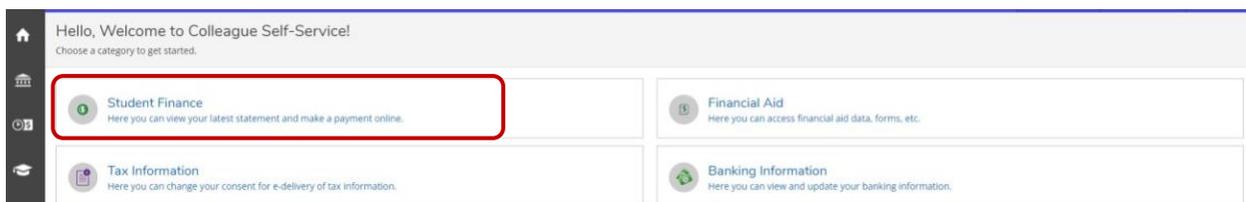
STUDENT ACCOUNTS

How to Set Up a Payment Plan

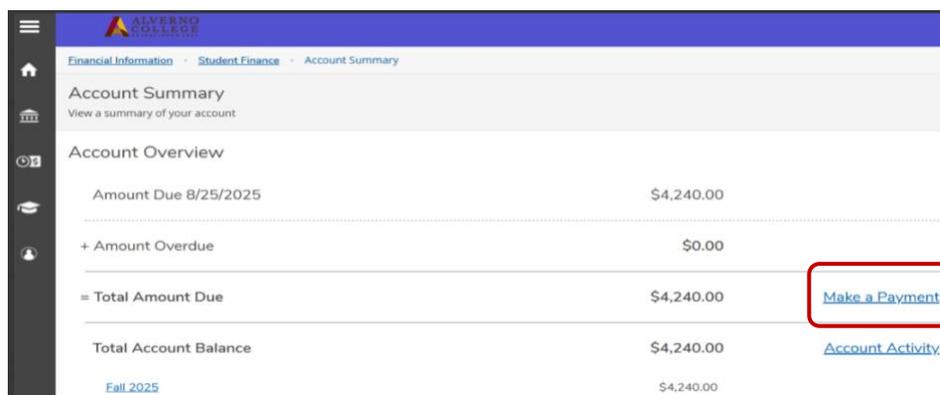
1. **Log in to Self Service** by visiting alverno.edu/self-service
 - a. Use your Alverno username and password. Your username will be your email without the @alverno.edu part. If you have login problems, please submit a ticket by emailing helpdesk@alverno.edu.



2. Click the **Student Finance** tab.



3. Click on **Make a Payment**.



4. Check the **Student Receivables** box under the term you wish to set up a payment plan and then click **Create Payment Plan**.

Make a Payment
Use this page to make a payment on your account.

Alert: If you have a past due balance and are paying with an online check, your registration hold will be ended in 14 days. Due to federal truth-in-lending regulations, we require all students to acknowledge the Educational Loan Agreement (ELA) every semester they are enrolled regardless of how their tuition is being paid. The ELA can be found under Financial Information in IOL.

Note: To view or print a printable version of your statement, click the "View Statement" link on the right side of the Account Activity page.

Total Payment: \$0.00 Choose a Payment Method

Please Note: Amounts Due may include credit amounts.

Fall 2023 \$4,462.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	20	8/25/2023	\$4,462.00	\$ <input type="text"/>

5. Check the **Student Receivables** box again under the term you wish to set up a payment plan and click **Continue**.

Create Payment Plan

Select an item for a Payment Plan (you can only choose one)

Please check the student receivable box for the term for which you'd like to establish payment arrangements.

Fall 2023

Item	Payment Group	Date Due	Amount Due
<input checked="" type="checkbox"/> Student Receivables	20	8/25/2023	\$4,462.00

6. You will now see your student information and payment plan details. Scroll down to read and then **sign**.

Please email student.accounts@alverno.edu or call 414-382-6262 if you have any questions.