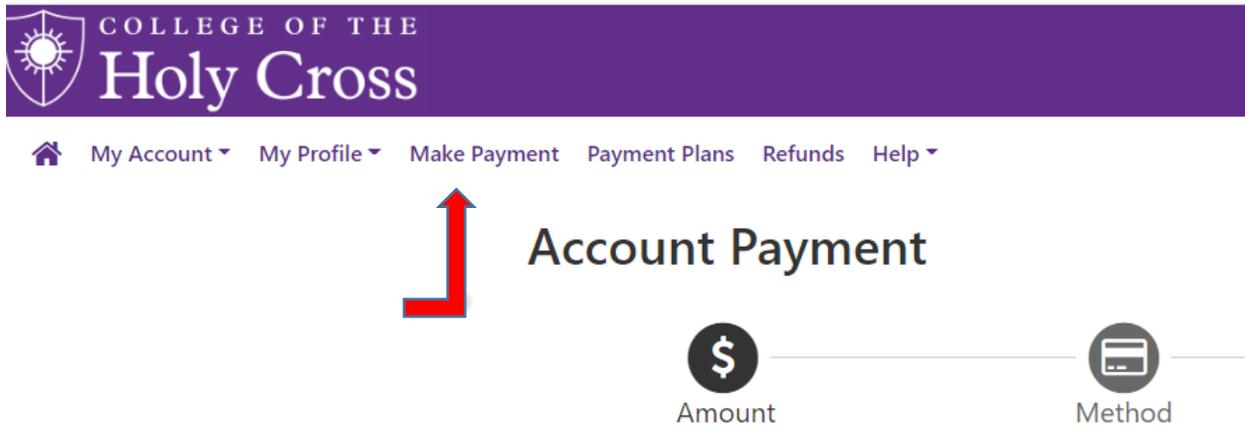


Payment Instructions for Immersion Program

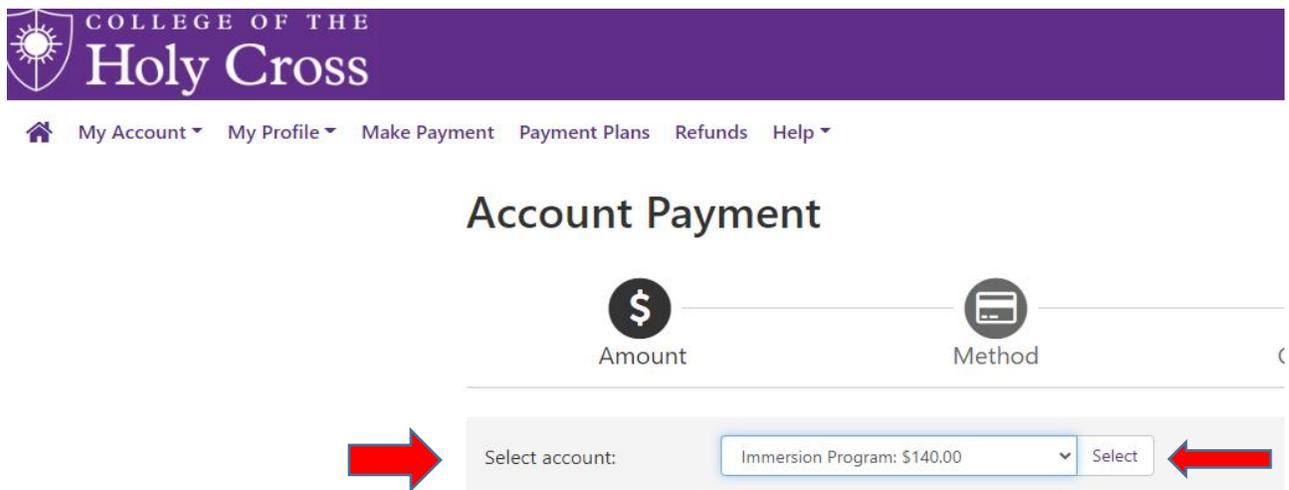
(It's very important to follow the instructions to make payment for your Immersion Program.

Contact Bursar Office 528-793-2521 or visit O'Kane 159 if you have any questions about how to pay)

1. Log into your TouchNet Account
2. Select **Make Payment** from upper left hand corner of menu bar:
(NOTE: If you get a pop up regarding Payment Plan, just click OK to bypass)



3. Select Account: **Immersion Program** and Click **SELECT**:
(NOTE: If you get a pop up regarding Payment Plan, just click OK to bypass)



PLEASE NOTE – You must select IMMERSION PROGRAM ACCOUNT for the payment to be applied to your IMMERSION Program.

Once a payment has been applied to an account it cannot be moved. If you have any questions about how to select the correct account please call, email or stop by the Bursar's Office in O'Kane 159 for assistance.

4. Choose **Current Account Balance** – this should be **ONLY** the IMMERSION PROGRAM TOTAL; and Click the **Add** button

(NOTE: If you get a pop up regarding Payment Plan, just click OK to bypass)



My Account My Profile Make Payment Payment Plans Refunds Help

Account Payment



Select account: Immersion Program: \$140.00 Select Payment Date:

Select Payment Option

Current Account Balance \$140.00
 Pay By Term Select which semester terms to pay
 Amount Due \$140.00

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Immersion Program | \$140.00 \$ 140.00 Add

5. Click **Continue** at the Bottom Right:

Personal Note

Enter a brief payment note

Current Account Balance (Immersion Program)	\$140.00
Payment Total	\$140.00

Continue

6. Use the drop down to **Select Method & Enter payment information** and follow prompts to make your payment

Account Payment



Amount:

\$140.00

Method:*

A red arrow points from the 'Method:*' label to a dropdown menu. The dropdown menu is currently set to 'Select Method' and has a downward arrow on the right side.

* Indicates required information

Back Cancel Continue

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.