



TouchNet instructions for Authorized Users

Your student will need to grant you access to view and make payments to their account. Once you receive the email to set-up a profile, you will be able to view billing information, make payments, and enroll in a payment plan on behalf of your student.

How do I set up a payment plan in TouchNet?

Log in to TouchNet: https://secure3.touchnet.com/C20911_tsa/web/login.jsp

Once you're on the TouchNet homepage, look for the tab "Payment Plans" or click "Enroll in Payment Plan".

VASSAR

My Account My Profile Make Payment **Payment Plans** Help

Announcement

Welcome to Vassar's Student Account Center!
Here you can:

- Grant Authorized Users access to your account information so they can make payments on your behalf (**Students Only**)
- Set up a refund preference (**Students Only**)
- Sign up for a payment plan (**Students and Authorized Users**)
- Set up account notification options (**Students and Authorized Users**)

These options are all available in the "My Profile Setup" Menu.

All students are charged for **Student Health Insurance** and **Tuition Insurance**. To waive these charges, **Students** must complete the waivers themselves.

- To waive Student Health Insurance (Deadline 8/10/2025), [click here](#).
- To waive Tuition Insurance (Deadline 9/1/2025), [click here](#).

Student Account

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

Amount Due	\$9,842.50
Estimated Financial Aid	\$3,055.00
Amount due including estimated aid	\$6,787.50

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

Statements

[Click the button to view your current account balance and details.](#) [View Statement](#)

Your latest 1098-T Tax statement
2024 1098-T Statement [View Statements](#)

Click "Enroll Now".



Logged
Student

My Account My Profile Make Payment **Payment Plans** Help

Payment Plans

[Manage Plans](#) [Plan History](#)

You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.

[Enroll Now](#)

Updated 9/18/2025



Select the term you wish to pay from the drop-down menu.

Payment Plan Enrollment

Select

Schedule

Agreement

Select a term

Select Term

Select

Select an available installment plan.

Payment Plan Enrollment

Select

Schedule

Agreement

Select a term

Fall 2025

Select

Plan Name	Setup Fee	Installments	Action
4 Month Payment Plan Fall 2025	\$40.00	4	Details Select

IMPORTANT: In box under “Charges”, enter the amount to add to your Payment Plan. Click “Update Schedule”.

4 Month Payment Plan Fall 2025

Plan Description

This plan includes **four** monthly payments on the following dates: **September 5th, October 5th, November 5th, and December 5th**. Payments will automatically be debited from your selected payment method.

Balance

Balance: **\$9,842.50**

Balance (Including Estimated Aid): **\$6,787.50**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Enter amount to add to Payment Plan	6787.50	
Balance:		0.00

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

owes an additional **\$6,787.50**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	9/5/25	0.00
Installment 2	10/5/25	0.00
Installment 3	11/5/25	0.00
Installment 4	12/5/25	0.00

The Payment Schedule will update and automatically divide the amount between the number of installments. Review carefully and click “Continue”.

Balance

Balance: **\$9,842.50**

Balance (Including Estimated Aid): **\$6,787.50**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Enter amount to add to Payment Plan	6,787.50	
Balance:		6,787.50
	Update Schedule	

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

[REDACTED] owes an additional **\$0.00**

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	9/5/25	1,696.88
Installment 2	10/5/25	1,696.87
Installment 3	11/5/25	1,696.88
Installment 4	12/5/25	1,696.87
Total of installments:		6,787.50

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Total amount paid:			0.00
Total due now:			40.00

From the drop down menu, Select Payment Method and click “Continue”.

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

* Indicates required information

Amount: \$40.00

Select Payment Method:*

Select Method

Back

Cancel

Continue

*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.

Enter your Account Information and Billing Information. Click “Continue”.

* Indicates required information

Amount: \$40.00

Select Payment Method:*

Electronic Check (checking/savings)

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

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)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Back

Cancel

Continue

Tip: Contact your bank and confirm the Routing Number, Bank Account Number and the exact Name on the account. (You can request a copy of a voided check so that you can verify.)

Check the box to indicate that you agree to the payment plan agreement. Click “Continue”.

Payment Plan Agreement

PREPAYMENT: I may prepay this Agreement at any time in any amount without penalty. The prepaid finance charge will be fully earned at origination of the Agreement and will not be subject to refund upon any prepayment.

DEFAULT: I will be in default under this Agreement if I fail to make a payment when scheduled. If I am a California resident, I will be in default if I am more than ninety (90) days late on any installment.

RIGHTS UPON DEFAULT: If I default and after the School sends me any notice and opportunity to cure required by law, and I fail to cure, the School may at the School's option, do any or all of the following, to the extent permitted by applicable law: (1) accelerate my balance and require me to immediately pay the entire unpaid balance and/or undertake any other action as permitted by applicable law, (2) refuse subsequent registration for any classes and/or drop current classes, and (3) deny future enrollment in any payment plan.

ADDITIONAL INFORMATION: After two missed payments, your payment plan will be terminated.

NOTICE: ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

This agreement is dated 2025-08-10 15:43:33 EDT.
For fraud detection purposes, your internet address has been logged:
69.206.180.181 at 2025-08-10 15:43:33 EDT

To revoke this payment plan agreement you must contact stuaccounts@vassar.edu.
Print and retain a copy of this agreement.
Please check the box below to agree to the payment plan agreement.

☒ I agree to the payment plan agreement.

Print Agreement Change Payment Method Cancel Continue

Tip: Carefully review the Payment Plan Agreement, including the setup fee (which is non-refundable and due at the time of setup), installment amounts, and due dates. Read through all terms and conditions.

You will again be asked to review the agreement and agree to the payment plan agreement.

Routing Number:	
Account Number:	
Setup fee:	\$40.00
Installments:	Installment 1 in the amount of \$1,696.88 due on 9/5/25 Installment 2 in the amount of \$1,696.87 due on 10/5/25 Installment 3 in the amount of \$1,696.88 due on 11/5/25 Installment 4 in the amount of \$1,696.87 due on 12/5/25

This agreement is dated 2025-08-10 15:45:21 EDT.

For fraud detection purposes, your internet address has been logged: 69.206.180.181 at 2025-08-10 15:45:21 EDT

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: **stuaccounts@vassar.edu**

Print and retain a copy of this agreement.

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

☒ I agree to the above terms and conditions.

Back Cancel Print Agreement Continue

Once completed, you will receive a confirmation message on screen and via email. You will also be able to see your payment plan details on your TouchNet home page.

VASSAR

[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Announcement
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All students are charged for **Student Health Insurance** and **Tuition Insurance**. To waive these charges, **Students** must complete the waivers themselves:

- To waive Student Health Insurance (Deadline 8/10/2025), [click here](#).
- To waive Tuition Insurance (Deadline 9/1/2025), [click here](#).

International Students and Families: If you would like to make a payment, we use Flywire as our international payment provider. [Click here to make an international payment](#).

Student Account ID:

Amount Due \$9,842.50
Estimated Financial Aid \$3,055.00
Amount due including estimated aid \$6,787.50

View Activity Enroll in Payment Plan Make Payment

Payment Plans

4 Month Payment Plan Fall 2025 \$6,787.50
Pay Off Plan Pay Next Installment

Scheduled installments	Date	Payer	Method	Status	Amount	Action
Installment 1 of 4	9/5/25		My checking	Scheduled	\$1,696.88	
Installment 2 of 4	10/5/25		My checking	Scheduled	\$1,696.87	
Installment 3 of 4	11/5/25		My checking	Scheduled	\$1,696.88	
Installment 4 of 4	12/5/25		My checking	Scheduled	\$1,696.87	

Update All Methods

Balance Not Included in Plan \$0.00

Why is there still a balance on the account, even though I'm enrolled in a monthly payment plan?

If you are enrolled in the monthly payment plan and a balance remains, you may have under-budgeted your contract or additional charges may have been incurred.

Our payment plans do not recalculate for additional charges added to your account. If the student incurs charges throughout the semester, the total of these charges will show as **"Balance Not Included in Plan"**

The screenshot displays the TouchNet Student Account interface. At the top, navigation links include 'Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into several sections:

- Student Account** (ID: 999131295):
 - Amount Due: \$8,881.90
 - Estimated Financial Aid: \$5,750.00
 - Amount due including estimated aid: \$3,131.90
 - Buttons: View Activity, Make Payment
- Payment Plans**:
 - 5 Month Payment Plan Fall 2025: \$950.00
 - Buttons: Pay Off Plan, Pay Next Installment
 - Table of Scheduled Installments:

Scheduled Installments	Date	Payer	Method	Status	Amount	Action
Installment 5 of 5	12/5/25	Rence M. Bohne	PayPath MasterCard *5454	Scheduled	\$950.00	[Gear Icon]
 - Buttons: Update All Methods
 - Balance Not Included in Plan**: \$2,181.90 (highlighted in yellow)
- Statements**:
 - Click the button to view your current account balance and details.
 - Button: View Statement

On the right side, there is a **My Profile Setup** section with links to Authorized Users, Personal Profile, Security Settings, Consents and Agreements, and Electronic Refunds. Below this is a **Term Balances** section for Fall 2025.

This outstanding balance can be added to your current plan or you can make a one time payment.

How do I change my payment plan?

Payment plans DO NOT ADJUST AUTOMATICALLY. If you need to increase or decrease your payment plan, please log in and make the adjustment.

Log in to TouchNet: https://secure3.touchnet.com/C20911_tsa/web/login.jsp

Once in the TouchNet system, look for a "Payment Plans" tab in the top menu bar.

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Student Account

Amount Due	\$9,842.50
Estimated Financial Aid	\$3,055.00
Amount due including estimated aid	\$6,787.50

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

Statements



Click the button to view your current account balance and details.

[View Statement](#)

Your latest 1098-T Tax statement
2024 1098-T Statement

[View Statements](#)

Tip: Only the person who enrolled in the payment plan can edit the amount in the plan.

You will see your current payment plan, including installment amounts, due dates, and status. To adjust the plan, look for the option "Edit Payoff Amount".

My Profile Make Payment **Payment Plans** Help

Payment Plans

[Manage Plans](#)

[Plan History](#)



You are enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.

[Enroll Now](#)

4 Month Payment Plan Fall 2025

Plan name	4 Month Payment Plan Fall 2025	Setup fee	\$40.00
Enrolled by		Payoff amount	\$6,787.50
Enrollment date	8/10/25		
Term	Fall 2025		

[Edit Payoff Amount](#)

[View Agreement](#)

[Pay Off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
4 Month Payment Plan Fall 20 -- Installment 1 of 4	9/5/25	Scheduled		9/5/25	My checking	\$1,696.88	⚙
4 Month Payment Plan Fall 20 -- Installment 2 of 4	10/5/25	Scheduled		10/5/25	My checking	\$1,696.87	⚙
4 Month Payment Plan Fall 20 -- Installment 3 of 4	11/5/25	Scheduled		11/5/25	My checking	\$1,696.88	⚙
4 Month Payment Plan Fall 20 -- Installment 4 of 4	12/5/25	Scheduled		12/5/25	My checking	\$1,696.87	⚙

[Update All Methods](#)

[Pay Next Installment](#)

Updated 9/18/2025

Enter the new total amount you wish to pay.

Edit Payoff Amount

Plan Name4 Month Payment Plan Fall 2025

Plan Payoff Amount\$6,787.50

Balance\$9,842.50

Balance (Including Estimated Aid):\$6,787.50

If you change the payoff amount, the plan installments will be recalculated. A notification email will also be sent to you listing the changes made to each installment.

New Payoff Amount

\$6787.50

Cancel

Save

4 Month Payment Plan Fall 2025

Setup fee\$40.00

Payoff amount\$6,787.50

8/10/25

Fall 2025

Edit Payoff Amount

View Ag

Due Date

Status

Payer

Payment Date

Method

Click “Save” and your plan will automatically update.

Manage Plans

Plan History

Successfully updated the new total amount of \$6,787.50.

You are enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.

Enroll Now

4 Month Payment Plan Fall 2025

Plan name4 Month Payment Plan Fall 2025

Enrolled by

Enrollment date8/10/25

TermFall 2025

Setup fee\$40.00

Payoff amount\$6,787.50

Edit Payoff Amount

View Agreement

Pay Off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
4 Month Payment Plan Fall 20 -- Installment 1 of 4	9/5/25	Scheduled		9/5/25	My checking	\$1,696.88	
4 Month Payment Plan Fall 20 -- Installment 2 of 4	10/5/25	Scheduled		10/5/25	My checking	\$1,696.88	
4 Month Payment Plan Fall 20 -- Installment 3 of 4	11/5/25	Scheduled		11/5/25	My checking	\$1,696.88	
4 Month Payment Plan Fall 20 -- Installment 4 of 4	12/5/25	Scheduled		12/5/25	My checking	\$1,696.86	

Update All Methods

Pay Next Installment

Updated 9/18/2025