Making a Payment

This process will show you how to make a payment towards your account.

Payment by Credit Card & Electronic Check:

1. After signing in to GothicNet, under the My Menu section, click Students, and select your Student Center.

2. The center group box of your Student Center displays your financial information.

   NOTE: If you have an account balance, the Account Summary box displays your current and future total amounts due.

3. Click the link to view your account detail.

4. You can select either the or tab or the button (this button is found on any financial page within your Student Center).

5. Select which method of payment you would like to use from the Select Payment Method drop-down menu.

   Click NEXT.

6. Follow the on-screen prompts for entering your payment information based on the payment method you chose.

   NOTE: To make a payment in-person by credit card, check or cash, please visit the Bursar’s Office located in Hepburn Hall, Room 106.

Payment by Personal Check:

1. After singing in to GothicNet, navigate to your Student Center.

2. The center group box of your Student Center displays your financial information. Click on and then.