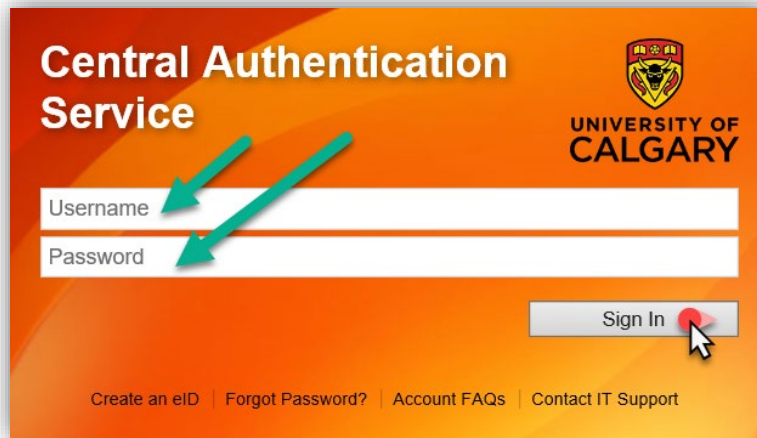


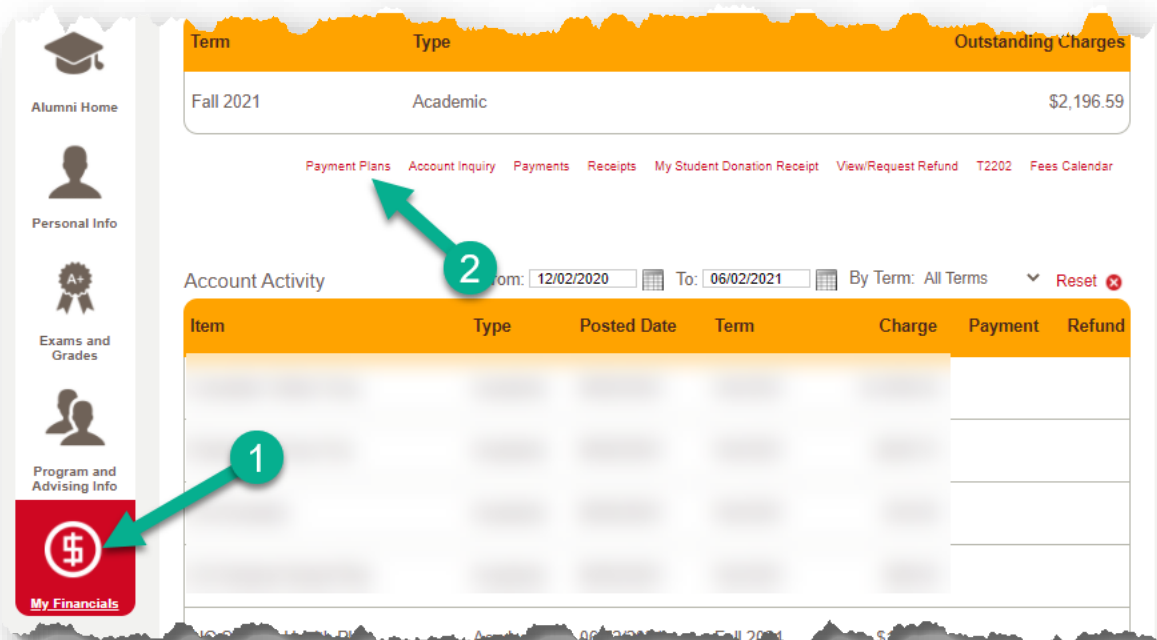
Payment Plans allow eligible students to spread their fee payments across a semester, rather than paying all their fees at once. Detailed information on payments plans can be found on our website [here](#). The following will guide you through how to enroll in a payment plan in the [Student Centre](#).

1. Log into MyUofC portal.



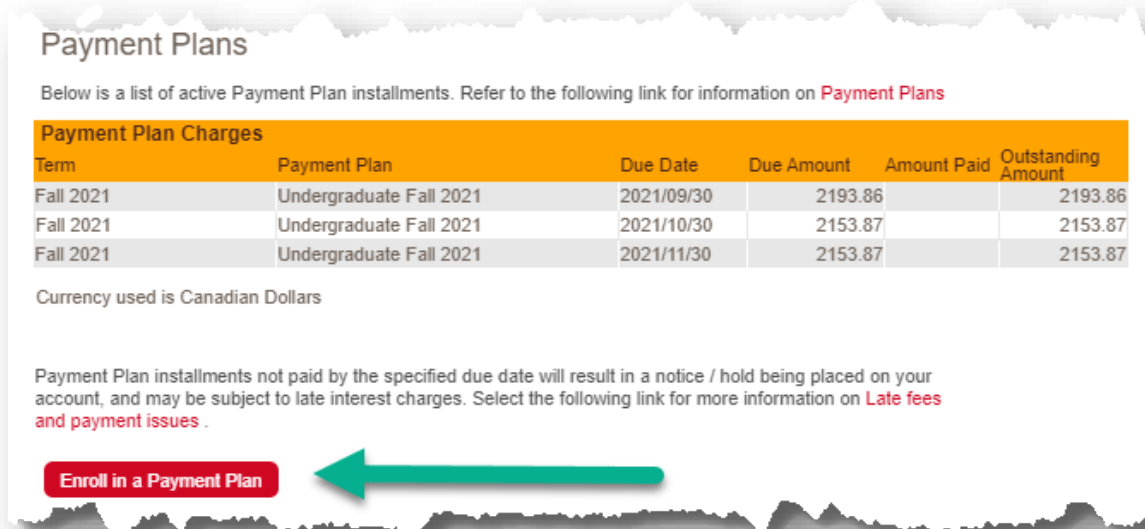
The image shows the Central Authentication Service login page for the University of Calgary. It features a red and orange background. At the top left, it says "Central Authentication Service" and at the top right, the University of Calgary logo and name. Below the title are two input fields: "Username" and "Password". A "Sign In" button is located to the right of the password field. At the bottom, there are links for "Create an eID", "Forgot Password?", "Account FAQs", and "Contact IT Support". Two green arrows point to the Username and Password fields, and a red circle with a white mouse cursor points to the Sign In button.

2. After logging into the MyUofC portal, you can enroll in a payment plan from the [My Financials](#) page and selecting **Payment Plans**.



The image shows a screenshot of the My Financials dashboard. On the left is a navigation menu with icons for Alumni Home, Personal Info, Exams and Grades, Program and Advising Info, and My Financials (highlighted in red). The main content area shows a table with columns for Term, Type, and Outstanding Charges. The first row shows "Fall 2021" for the term, "Academic" for the type, and "\$2,196.59" for the outstanding charges. Below the table is a navigation bar with links for "Payment Plans", "Account Inquiry", "Payments", "Receipts", "My Student Donation Receipt", "View/Request Refund", "T2202", and "Fees Calendar". A green arrow labeled "2" points to the "Payment Plans" link. Below the navigation bar is an "Account Activity" section with filters for "From: 12/02/2020", "To: 06/02/2021", and "By Term: All Terms". Below this is a table with columns for Item, Type, Posted Date, Term, Charge, Payment, and Refund. A green arrow labeled "1" points to the "My Financials" icon in the navigation menu.

3. Current payment plans will be displayed here. You can review your active payment plan's due dates and installments. Select **Enroll in a Payment Plan** to see the payment plans available.



**Payment Plans**

Below is a list of active Payment Plan installments. Refer to the following link for information on [Payment Plans](#)

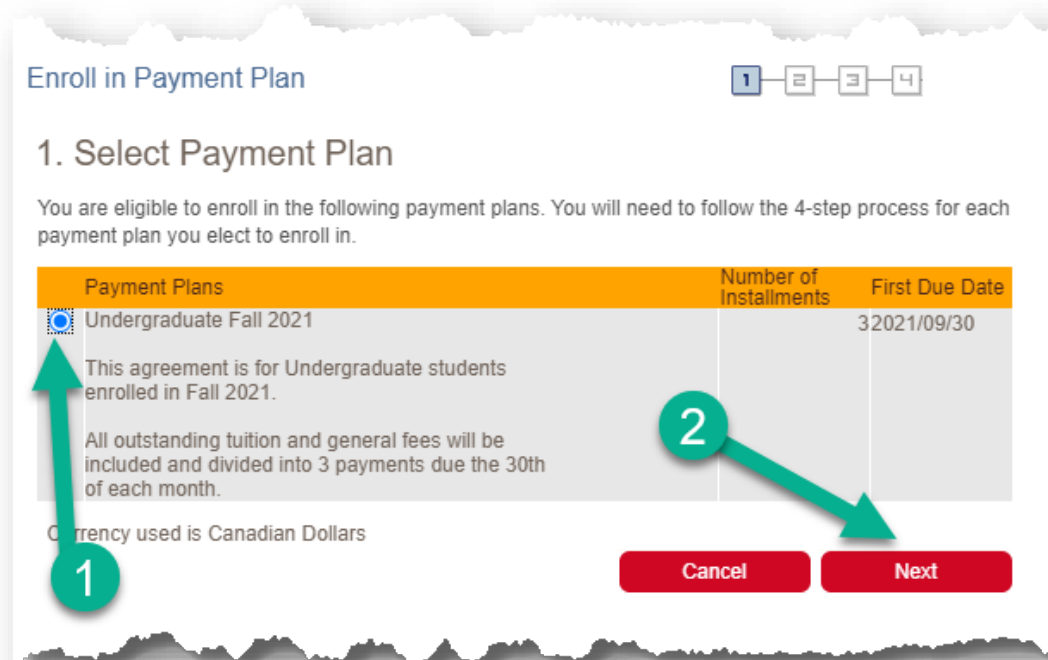
Term	Payment Plan	Due Date	Due Amount	Amount Paid	Outstanding Amount
Fall 2021	Undergraduate Fall 2021	2021/09/30	2193.86		2193.86
Fall 2021	Undergraduate Fall 2021	2021/10/30	2153.87		2153.87
Fall 2021	Undergraduate Fall 2021	2021/11/30	2153.87		2153.87

Currency used is Canadian Dollars

Payment Plan installments not paid by the specified due date will result in a notice / hold being placed on your account, and may be subject to late interest charges. Select the following link for more information on [Late fees and payment issues](#).

[Enroll in a Payment Plan](#)

4. **Select** the available payment plan, then select **Next**.



**Enroll in Payment Plan** 1 2 3 4

### 1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Number of Installments	First Due Date
<input checked="" type="checkbox"/> Undergraduate Fall 2021 This agreement is for Undergraduate students enrolled in Fall 2021. All outstanding tuition and general fees will be included and divided into 3 payments due the 30th of each month.	3	2021/09/30

Currency used is Canadian Dollars

[Cancel](#) [Next](#)

- Review the installment information, then select **Next**.

Enroll in Payment Plan
1 2 3 4

### 2. Review Installments

You have selected the Undergraduate Fall 2021 Payment Plan.  
This agreement is for Undergraduate students enrolled in Fall 2021.

All tuition and general fees will be included and divided into 3 payments due the 30th of each month.

Eligible Charges	6,551.60
Number of Installments	3

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
2021/09/30	2,183.88	40.00	2,223.88	
2021/10/30	2,183.86		2,183.86	
2021/11/30	2,183.86		2,183.86	
<b>Total</b>	<b>6,551.60</b>	<b>40.00</b>	<b>6,591.60</b>	

Currency used is Canadian Dollars

**Important:** The Installment Schedule is based on your current eligible charges of 6,551.60. If charges in the plan are reduced/waived or added, your installments will be automatically adjusted. Updates to your installment schedule can be viewed using the payment plan link under My Financials at anytime.

Cancel
Previous
Next

6. Review the details of the payment plan. Pay special attention to when each payment is due, and how much is due on those dates. If you agree to the terms of the payment plan as outlined, **Select** the checkbox, then select **Enroll**.

1 2 **3** 4

### Enroll in Payment Plan

## 3. Agreement

Please review the terms of the payment plan carefully before agreeing and enrolling in the payment plan.

**Undergraduate Fall 2021**

You are about to enroll in the Undergraduate Fall 2021 payment plan.  
This agreement is for Undergraduate students enrolled in Fall 2021.

All tuition and general fees will be included and divided into 3 payments due the 30th of each month.

Plan Amount	6,551.60
Administrative Fee	40.00
Total Plan Amount	6,591.60
Number of Installments	3

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
2021/09/30	2,183.88	40.00	2,223.88	
2021/10/30	2,183.86		2,183.86	
2021/11/30	2,183.86		2,183.86	
<b>Total</b>	<b>6,551.60</b>	<b>40.00</b>	<b>6,591.60</b>	

Currency used is Canadian Dollars

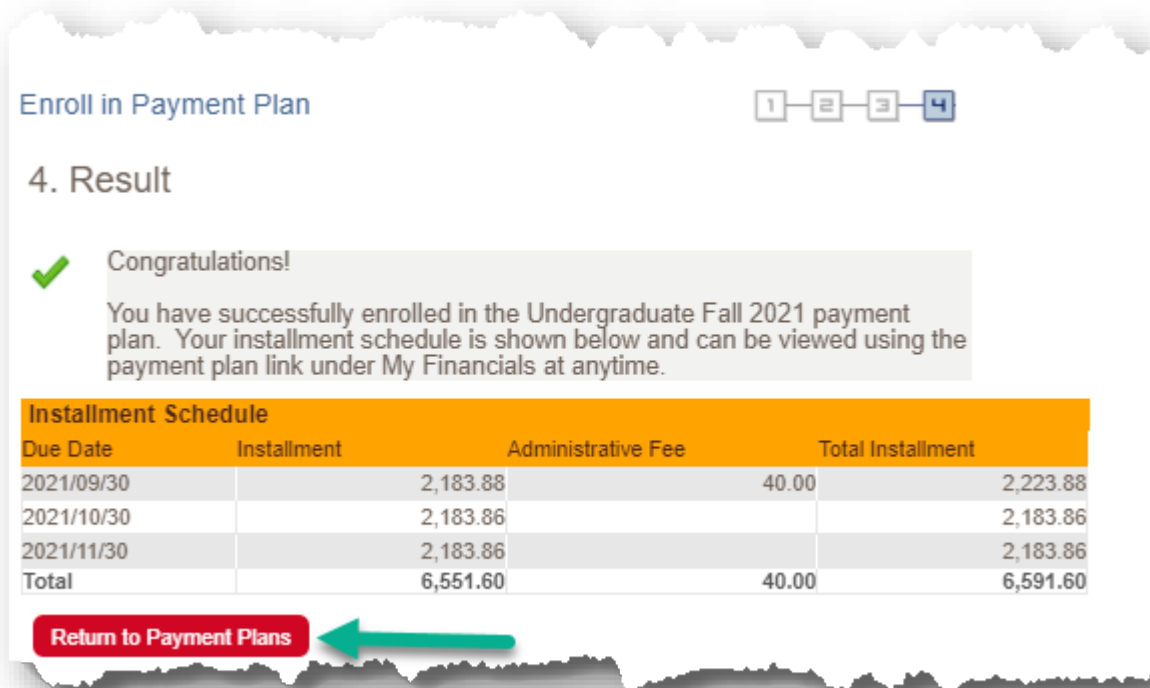
**Important:** The Installment Schedule is based on your current eligible charges of 6,551.60. If charges in the plan are reduced/waived or added, your installments will be automatically adjusted. Updates to your installment schedule can be viewed using the payment plan link under My Financials at anytime.

I agree to the installment schedule listed above. If I miss paying any installments, I understand a notice / hold will be placed on my account, and I may be charged late interest on past due installments.

The agreement is dated 2021/06/29  Yes, I have read the agreement


Cancel
Previous
Enroll

7. You have now successfully enrolled in a payment plan! Select **Return to Payment Plans** to review all active plans.




Enroll in Payment Plan 1 2 3 4

### 4. Result

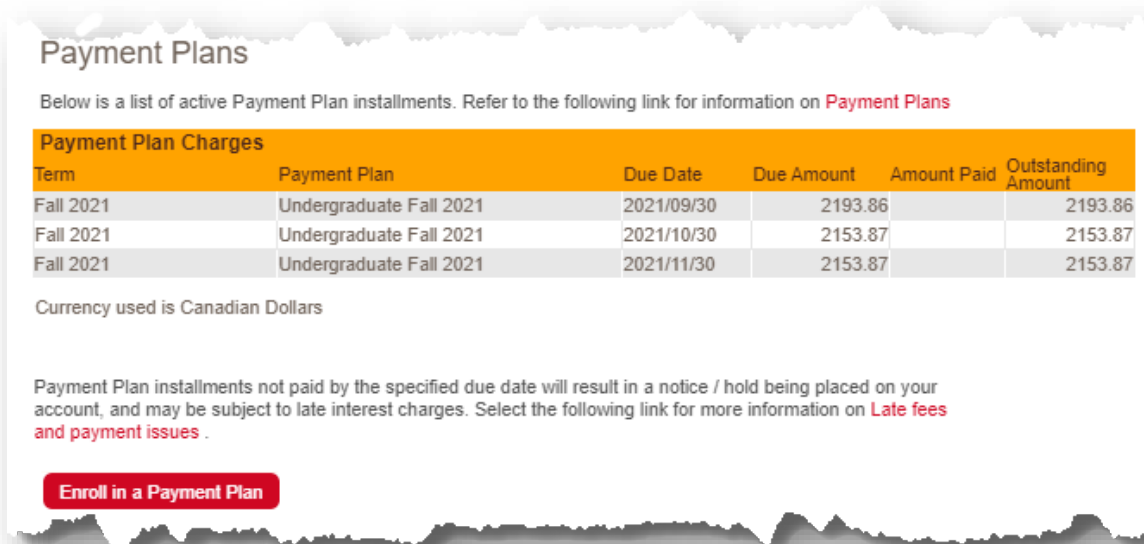
 Congratulations!

You have successfully enrolled in the Undergraduate Fall 2021 payment plan. Your installment schedule is shown below and can be viewed using the payment plan link under My Financials at anytime.

Installment Schedule				
Due Date	Installment	Administrative Fee	Total Installment	
2021/09/30	2,183.88	40.00	2,223.88	
2021/10/30	2,183.86		2,183.86	
2021/11/30	2,183.86		2,183.86	
<b>Total</b>	<b>6,551.60</b>	<b>40.00</b>	<b>6,591.60</b>	

[Return to Payment Plans](#) 

8. All Payment Plans, with their due dates and amounts owed, will now be visible when you select **Payment Plans**.



The screenshot shows a web page titled "Payment Plans". Below the title, there is a text block stating: "Below is a list of active Payment Plan installments. Refer to the following link for information on [Payment Plans](#)". Below this is a table with the following data:

Payment Plan Charges						
Term	Payment Plan	Due Date	Due Amount	Amount Paid	Outstanding Amount	
Fall 2021	Undergraduate Fall 2021	2021/09/30	2193.86		2193.86	
Fall 2021	Undergraduate Fall 2021	2021/10/30	2153.87		2153.87	
Fall 2021	Undergraduate Fall 2021	2021/11/30	2153.87		2153.87	

Below the table, it says "Currency used is Canadian Dollars". At the bottom of the screenshot, there is a red button that says "Enroll in a Payment Plan".

### End of Procedure

**Related Guides:** Fees & Financials – Pay your Fees with Convera Global Pay for Students  
Fees & Financials – Pay your Fees with CIBC Student Pay