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.

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

4. **Select** the available payment plan, then select **Next**.
5. Review the installment information, then select **Next**.

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**Enroll in Payment Plan**

### 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.

<table>
<thead>
<tr>
<th>Eligible Charges</th>
<th>Number of Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6,551.60</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Installment Schedule

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Install</th>
<th>Administrative Fee</th>
<th>Total Install</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021/09/30</td>
<td>2,183.86</td>
<td>40.00</td>
<td>2,223.86</td>
</tr>
<tr>
<td>2021/10/30</td>
<td>2,183.86</td>
<td>40.00</td>
<td>2,183.86</td>
</tr>
<tr>
<td>2021/11/30</td>
<td>2,183.86</td>
<td>40.00</td>
<td>2,183.86</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6,551.60</td>
<td>40.00</td>
<td>6,591.60</td>
</tr>
</tbody>
</table>

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.
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.
7. You have now successfully enrolled in a payment plan! Select **Return to Payment Plans** to review all active plans.
8. All Payment Plans, with their due dates and amounts owed, will now be visible when you select Payment Plans.

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**End of Procedure**

**Related Guides:**
- Fees & Financials – Pay your Fees with WU GlobalPay for Students
- Fees & Financials – Pay your Fees with CIBC Student Pay

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