

How to Pay Tuition via SIS

Start by logging into SIS. From landing on the “About Me” screen, click on the “Bills & Balances” tab.

The screenshot shows the SIS interface with the 'Bills & Balances' tab selected. The page displays account balances and payment options.

Category	Amount	Action
Actual Account Balance	\$2,540.00	Detail
Pending Credits	\$0.00	Detail
Student Account Balance	\$2,540.00	
Past Due	\$0.00	Detail

Payment options: [My eBill](#) | [Make Payment](#) | [Manage eRefund](#)

Alerts: Title IV Authorization (Not Received), Medical Insurance Waiver (Waiver Closed)

Footer: HS Bursar | [Payment plan](#) | 1098T | JumboCash

My Schedule: Available Terms | 12/02/2015

If you plan to make a wire payment, click “Make a Payment” and follow the prompt that pops up.

The screenshot shows the same SIS interface as above, but with a 'Payment options' pop-up window displayed over the 'Make Payment' link.

Payment options

Additional payment information can be found on the back of your eBill. Only eBill payments are posted real time to your student account. Select from the following payment options:

- Make eBill payment
- Make International wire from a non-US bank
- Make Domestic wire from US bank

No Classes Scheduled Week of Monday, Nov 30, 2015

To make a traditional eBill payment, click "My eBill" and you will be directed to the following screen.

<p>Your Account</p> <p>Your Current Balance Due includes any pending credits from anticipated aid:</p> <p>Current Balance Due \$10,788.00</p> <p>Click here to view Recent Unbilled Activity</p> <p style="text-align: right;">Pay Now</p> <p>The last payment received was for \$16,175.00 on 1/24/2019.</p>	<p>Your eBills View All</p> <p>To view all your bills click 'View All'.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/></td> <td>Statement</td> <td>05/23/2019</td> <td style="text-align: right;">View Download</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Statement</td> <td>04/18/2019</td> <td style="text-align: right;">View Download</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Statement</td> <td>04/04/2019</td> <td style="text-align: right;">View Download</td> </tr> </table> <p>Students: Click to learn how to authorize Parents and Invited Viewers to access and pay your eBills.</p>	<input checked="" type="checkbox"/>	Statement	05/23/2019	View Download	<input checked="" type="checkbox"/>	Statement	04/18/2019	View Download	<input checked="" type="checkbox"/>	Statement	04/04/2019	View Download
<input checked="" type="checkbox"/>	Statement	05/23/2019	View Download										
<input checked="" type="checkbox"/>	Statement	04/18/2019	View Download										
<input checked="" type="checkbox"/>	Statement	04/04/2019	View Download										
<p>Your Recent Payments View All</p> <p>Recent Payments <small>(Does not include payments from Flywire, Tuition Payment Plans, or Financial Aid)</small></p> <p>01/24/2019 \$16,175.00 View</p>	<p>Saved Accounts Add New</p> <p>You have no saved payment methods.</p>												

You can select the most current university bill and click "pay now"

Your Account
<p>Your Current Balance Due includes any pending credits from anticipated aid:</p> <p>Current Balance Due \$10,788.00</p> <p>Click here to view Recent Unbilled Activity</p> <p style="text-align: right;">Pay Now</p> <p>The last payment received was for \$16,175.00 on 1/24/2019.</p>

You will be instructed to click on "Balance on Account" as seen below

Pay Now:

Click "Balance on Account" in box below to make an online payment.

You will have the option to edit your payment amount prior to checkout.

Description	Amount
<u>Balance on account</u>	\$10,788.00

You should now see the following screen. Place the amount of the bill that you would like to pay in the box and click on "Add to Basket"

HOME

Balance on account

Amount to pay:

To pay this amount, click the button below.

You will be directed to this screen, where you will click on "Checkout"

Item Code	Edit	Delete	Amount
Balance on account	Edit Item	Delete Item	\$10,788.00
Total Amount			\$10,788.00
			<input type="button" value="Checkout"/>

You will then be instructed to enter your bank account information as indicated below.

Enter check information

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number **

Confirm Bank Account Number **

Account Type* Checking Savings

Routing Transit Number ** [What are my Routing Transit and Account Numbers?](#)

Account Holder Name **

Email Address **

(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

If you would prefer to send a physical check, you can follow the directions below. For information can be found here: <http://finance.tufts.edu/bursar/methods-of-payment/>

Payment by Check

Personal checks, cashier's checks and money orders should be made payable to **TRUSTEES OF TUFTS COLLEGE** in U.S. Dollars (\$) and drawn on a United States Bank. Post dated checks will not be accepted. All checks should note the Student ID # on the memo line and be mailed with the printable payment coupon, accessed by clicking the Payment Coupon button at the bottom of your Tufts eBill statement.

Checks mailed with a payment coupon should go to our Lockbox address:

Tufts University
Health Sciences Bursar's Office
P.O. Box 414090
Boston, MA 02241-4090

Checks mailed without a payment coupon should go to our Mailing address:

Tufts University
Health Sciences Bursar's Office
136 Harrison Avenue
Boston, MA 02111

Please do not mail correspondence to the Lockbox address with your payment. Doing so will delay delivery. Any correspondence or notes should be mailed separately to our Mailing address.