Tuition Payment Portal Guide

Student Account & Billing

DUQUESNE UNIVERSITY

Student Accounts Office

Manages Tuition Billing, Refunds & Payment Processes
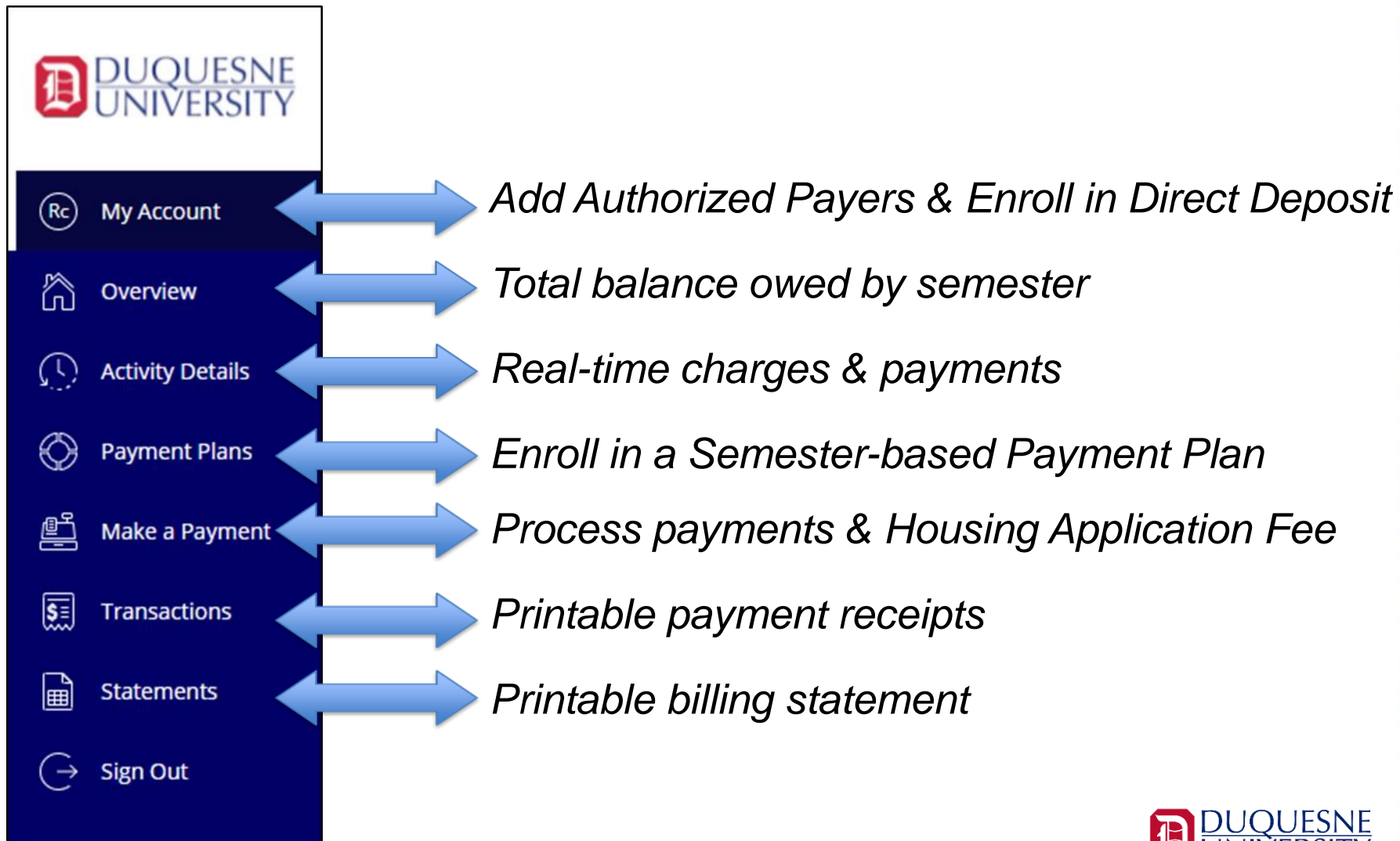
Our office is responsible for:

- ✓ Tuition Billing Statements
- ✓ Semester-based Monthly Payment Plans
- ✓ Direct Deposit Student Refunds
- ✓ Scholarships & Third Party Billing
- ✓ Bookstore Vouchers
- ✓ Education Tax Credit form 1098-T

Contact us: studentaccounts@duq.edu or (412) 396-6585

Website: www.duq.edu/studentaccounts

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Navigating the Tuition Payment Portal

Access the Tuition Payment Portal via the Duquesne Portal

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Menu	Description
(Rc) My Account	*Add Authorized Payers & Enroll in Direct Deposit*
Overview	*Total balance owed by semester*
Activity Details	*Real-time charges & payments*
Payment Plans	*Enroll in a Semester-based Payment Plan*
Make a Payment	*Process payments & Housing Application Fee*
Transactions	*Printable payment receipts*
Statements	*Printable billing statement*
Sign Out	

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STUDENT ACTION REQUIRED

- Designating Authorized Payers
- Enroll in Direct Deposit

Student Account & Billing

Designating Authorized Payers

Students must designate parents/guardians as an authorized payer before they can access the Parent Payment Portal.

1. Log into the *Duquesne Portal*
2. Select *Student Account & Billing*
3. Click on *Tuition Payment Portal*
4. Click on *My Account*
5. Click *Send a Payer Invitation*
6. Complete prompts and send invitation

The Authorized Payer receives an email from noreply@duq.edu that includes their user login and a temporary password. They need to click the link in the email to setup their access.

Direct Deposit Refund

To Enroll:

1. Log into the *Duquesne Portal*

2. Select *Student Account & Billing*

3. Click *Tuition Payment Portal*

4. Select *My Account*

5. Enroll *in Direct Deposit Refund*

6. Bank account and routing numbers are required to complete enrollment.

Note: It takes two business days for the funds to be deposited into the designated account once processed by the Student Accounts Office.

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Semester-based Payment Plans

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- (Rc) My Account
- Overview
- Activity Details
- **Payment Plans**
- Make a Payment
- Transactions
- Statements
- Sign Out

Plan Highlights

1 Pay remaining balance due minus anticipated financial aid in monthly installments

2 $35 enrollment fee per semester & no interest fee

3 Five equal monthly payments

4 Auto pay available drafted on the 15th of every month.

Access the Tuition Payment Portal via the Duquesne Portal

Payment Plans

Fall 2021
Fall 2021 Payment Plan

1 $16,835
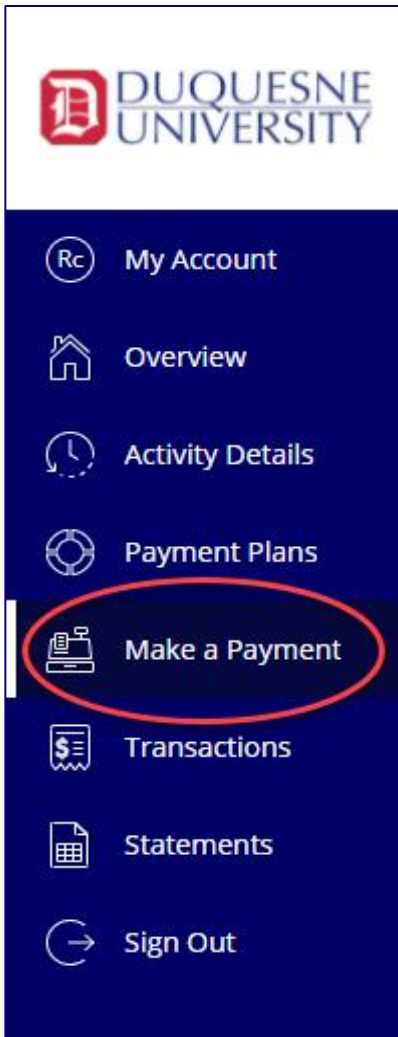Amount you can enroll in plan

5 payments | $35 enrollment fee **2**

3 Payment Schedule

1. $3,367 — Payment due 8/15/21
2. $3,367 — Payment due 9/15/21
3. $3,367 — Payment due 10/15/21
4. $3,367 — Payment due 11/15/21
5. $3,367 — Payment due 12/15/21

4 **Auto pay available:** If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Make a Payment

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- (Rc) My Account
- Overview
- Activity Details
- Payment Plans
- **Make a Payment**
- Transactions
- Statements
- Sign Out

1 Click on *Make a Payment*

2 Check *semester box*

3 Account balance owed automatically populates

4 Continue to *Checkout*

Balance items

☑ Uncheck all | 1 of 1 selected

Description	Balance	Amount		
☑ (Spring 2024)	$2,338.00	$2,338.00	⊗	⌄

Total balance	$2,338.00
Pay amount	**$2,338.00**
Remaining balance	$0.00

1) Tuition balance is due by the first week of class unless in a current payment plan

2) A non-refundable 2.95% processing fee accessed to debit or credit card payments

3) No processing fees accessed when using an eCheck.

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Printing Bills & Payment Receipts

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- My Account
- Overview
- Activity Details
- Payment Plans
- Make a Payment
- **Transactions**
- **Statements**
- Help
- Sign Out

Printing Tuition Bills

Click *Statements* to view the billing statements

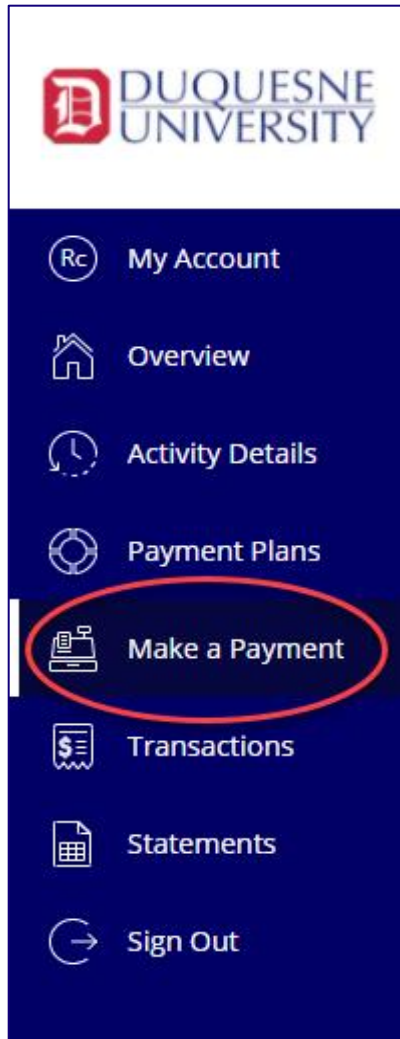| Date	Description	View	Save
		Click to view the bill	
6/11/24	Banner Sched Statement 06/28/2024	📄	⬇

Viewing Payment Receipts

Click *Transactions* to view receipts for online payments

Date	Description	Receipt	Amount
		Click to view receipt	
5/15/24	Spring 2024: Spring 2024 Payment Plan	#257948	$1,775.30

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Pay Housing Application Fee

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- (Rc) My Account
- Overview
- Activity Details
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Sign Out

1. Click *Make a Payment*

2. Select *Application Fee & View category*

3. Select *View Details*

4. Select *Application Fee Term*

5. Click *Add to payment*

6. Click *Pay now*

7. Click *Checkout & c*omplete payment

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