



UWEST ONLINE PAYMENT USER GUIDE (STUDENTS)

UWest Online Payment User Guide (Students)

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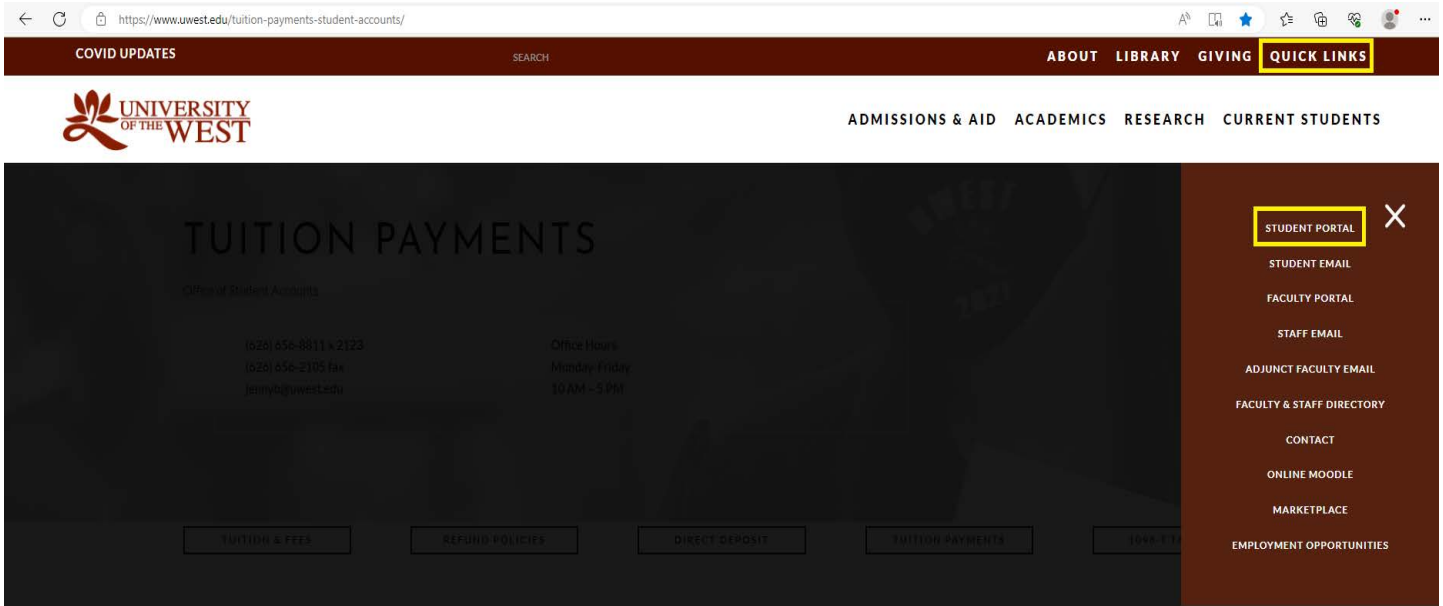
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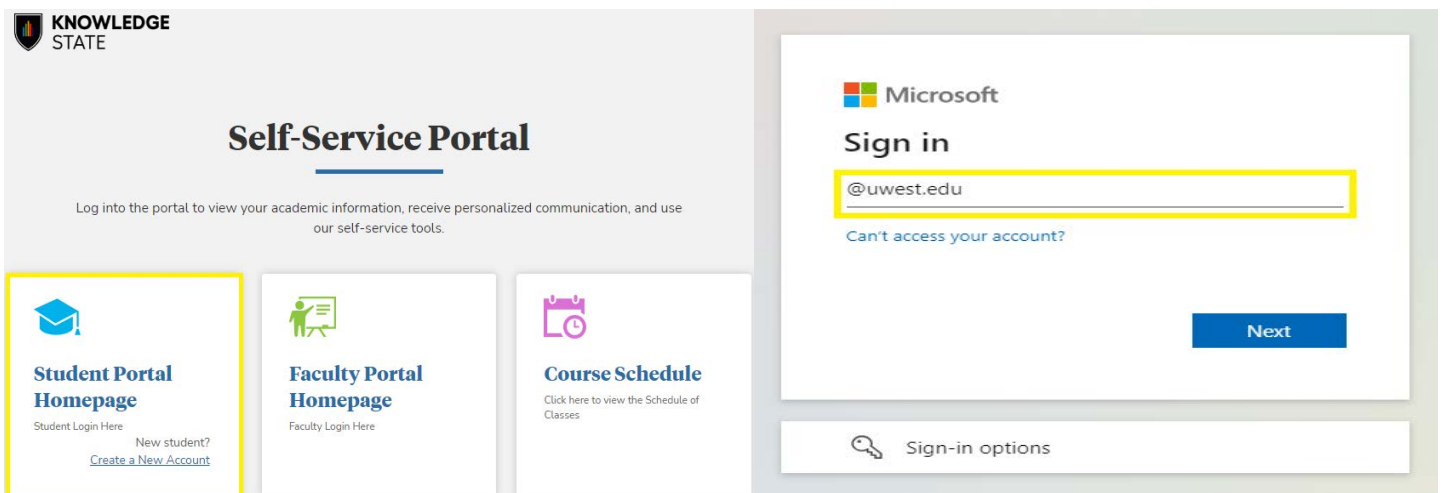
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Login to Student Portal

- Go on to www.uwest.edu
- Click on "QUICK LINKS" tab
- Select "STUDENT PORTAL" from the drop-down list



- On the "Self-Service Portal", select "Student Portal Homepage", enter your Username and Password



My Finances

- Click on “My Finances” tab
- Select “Account Information” tab to view your student detail balance

UNIVERSITY OF THE WEST

Logout

Account Information

Enrolled in 1 Programs

[BA Business Administration](#) Current Balance : \$13,398.00

Total Current Balance : \$13,398.00 \$0.00

Account Details Payment Schedule

Account Details

Showing 1 to 34 of 34 entries Search

Trans #	Post Date	Date	Transaction Due Date	Transaction Details	Check/Ref	Amount	Balance
35	7/27/2023 3:13:19 PM	7/27/2023 12:00:00 AM		Mail Box Fee	Auto - 072723	\$20.00	\$13,398.00
34	7/27/2023 3:13:19 PM	7/27/2023 12:00:00 AM		Room and Board	Auto - 072723	\$2,629.00	\$13,378.00

[HigherOne CashNet](#)

[Make Payment](#)

[Make Payment](#)

This is a default link that is created automatically when you add a new External Link menu item.

- Select “HigherOne CashNet” tab
- Click on “Make Payment”

UNIVERSITY OF THE WEST

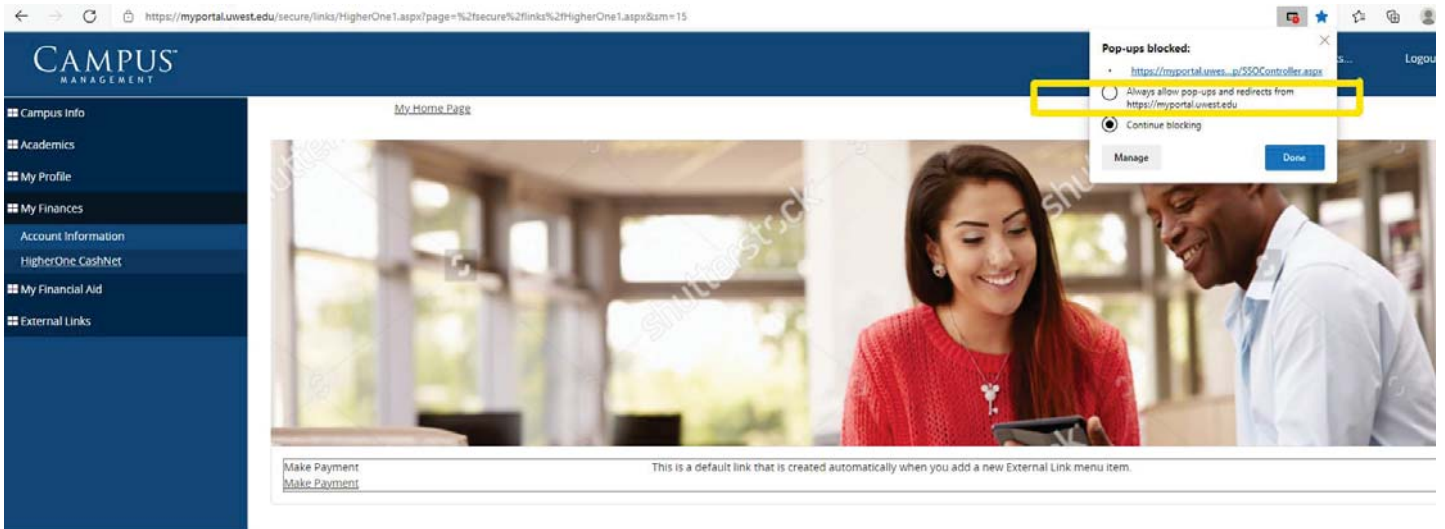
Logout

HigherOne CashNet

[Make Payment](#)

[Make Payment](#)

- To unblock Pop-ups, right click on the far right of the website address (red dot ●)
- Select “Always allow pop-ups.....”
- Click on “Make Payment”



Make a Payment

- Click on “Make a Payment” tab

UNIVERSITY OF THE WEST

Overview

My Account

Overview

Make a Payment

Transactions

Help

Sign Out

Balance \$13,398

Summary

Tuition and Fees (Balance)	\$13,398.00
Minimum due	\$13,398.00
Balance	\$13,398.00

Available items

[View all](#)

- Transcripts**
Official Transcript & Shipment Options
- Commencement Fee - Cap and Gown**
- Graduation Fee**
\$50.00

- From the drop down list, select the balance or enter the amount due

UNIVERSITY OF THE WEST

Make a Payment

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Check all | 0 of 1 selected

Description	Minimum	Balance	Amount
<input type="checkbox"/> Tuition and Fees (Balance)	\$13,398.00	\$13,398.00	\$0.00

Total balance
Pay amount
Remaining balance

Amount dropdown:
\$0.00
Minimum \$13,398.00
Balance \$13,398.00
Other amount \$13,398.00

Would you like to pay for something else?

Available items

- Transcripts**
Official Transcript & Shipment Options
[View category](#)
- Commencement Fee - Cap and Gown**
[View details](#)

- Click on "Checkout" tab

The screenshot shows the 'Make a Payment' page for the University of the West. On the left is a dark sidebar with navigation options: My Account, Overview, Make a Payment (highlighted), Transactions, Help, and Sign Out. The main content area lists several fees, each with a 'View details' link: 'Transcripts' (Official Transcript & Shipment Options), 'Commencement Fee - Cap and Gown', 'Graduation Fee' (\$50.00), 'Housing Application Fee' (\$50.00), 'Housing Security Deposit' (\$200.00), and 'Individual Mailbox Fee'. A 'View all items' button is at the bottom right of the list. At the bottom of the page, a summary bar shows 'Payment 1 item' and a total of '\$13,398'. There are 'Cancel' and 'Checkout' buttons, with the 'Checkout' button highlighted in yellow.

- Select your payment options

The screenshot shows the 'Make a Payment' page at the 'Payment method' selection step. The sidebar is the same as in the previous screenshot. The main content area is titled 'How would you like to pay?' and shows a 'Payment amount' of '\$13,398'. Below this is a section for '* Payment method' with four radio button options: 'New credit or debit card', 'New bank account', and 'International payment'. The 'Payment method' section is highlighted with a yellow box. At the bottom, there is a 'Secure encrypted payment' lock icon and 'Cancel' and 'Continue' buttons.

1. Paying with a credit/debit card

- Enter your credit card information (card number, expiration date, security code, and zip code)
- Click on “Continue” tab

There is a non-refundable 2.85% (domestic) or 4.25% (international) transaction fee. The minimum transaction fee for card transactions over \$20 and less than \$106 will be \$3.

This transaction fee is charged by the third-party processor.

**The transaction fee may subject to change.*

UNIVERSITY OF THE WEST

Make a Payment

My Account Overview **Make a Payment** Transactions Help Sign Out

Step 2 of 3: Payment method

How would you like to pay?

Payment amount
\$13,398

* Payment method [Change](#)
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB CHASE MASTERCARD VISA

* Card number

① Card number required

* Expiration date * Security code ①
MM / YY

* Zip/Postal code

International cardholders may input "N/A"

Save card for future use

Secure encrypted payment

Cancel Continue

2. Paying with Electronic Check (E-Check) Bank Account

- Enter your bank account information (name, select account type, routing number, and bank account number)

← → C commerce.cashnet.com/cashnet/static/epayment/uwestpay/pay

UNIVERSITY OF THE WEST

Pay amount

Step 2 of 3: Payment method

How would you like to pay?

Payment amount
\$13,398

* Payment method [Change](#)

New bank account

i Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

* Account holder name

i Account holder name required

* Account type

Checking

Savings

* Routing transit number **i**

* Bank account number **i** * Confirm bank account number

Save bank account for future use

Secure encrypted payment

Cancel Continue

- Click on “I agree” and “Continue” tabs

UNIVERSITY OF THE WEST

My Account

Overview

Make a Payment

Transactions

Help

Sign Out

with JAMS rules, and the award rendered by the arbitrator shall include costs of arbitration, reasonable attorneys' fees and reasonable costs for expert and other witnesses. If you are an individual using Transact services for non-commercial purposes: (i) JAMS may require you to pay a fee for the initiation of your case, unless you apply for and successfully obtain a fee waiver from JAMS; (ii) the award rendered by the arbitrator may include your costs of arbitration, your reasonable attorney's fees, and your reasonable costs for expert and other witnesses; and (iii) you may sue in a small claims court of competent jurisdiction without first engaging in arbitration, but this does not absolve you of your commitment to engage in the informal dispute resolution process. Any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction. Nothing in this section shall be deemed as preventing Transact from seeking injunctive or other equitable relief from the courts as necessary to prevent the actual or threatened infringement, misappropriation, or violation of our data security, Intellectual Property Rights or other proprietary rights. (iii) Class Action/Jury Trial Waiver. WITH RESPECT TO ALL PERSON AND ENTITIES, REGARDLESS WHETHER THEY HAVE OBTAINED OR USED THE PRODUCTS OR SERVICES FOR PERSONAL, COMMERCIAL OR OTHER PURPOSES, ALL CLAIMS MUST BE BROUGHT IN THE PARTIES' INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS ACTION, COLLECTIVE ACTION, PRIVATE ATTORNEY GENERAL ACTION, OR OTHER REPRESENTATIVE PROCEEDING. THIS WAIVER APPLIES TO CLASS ARBITRATION, AND UNLESS WE AGREE OTHERWISE, THE ARBITRATOR MAY NOT CONSOLIDATE MORE THAN ONE (1) PERSON'S CLAIMS. YOU AGREE THAT, BY ENTERING INTO THESE TERMS, YOU AND TRANSCAT ARE EACH WAIVING THE RIGHT TO A TRIAL BY JURY OR TO PARTICIPATE IN A CLASS ACTION, COLLECTIVE ACTION, PRIVATE ATTORNEY GENERAL ACTION, OR OTHER REPRESENTATIVE PROCEEDING OF ANY KIND RELATING TO THE PRODUCTS OR THESE TERMS. (iv) Limited Applicability of Arbitration and Class Action/Jury Trial Waiver. Certain laws, rules, and regulations that may apply to you may not allow you to pre-agree to binding arbitration or waive your rights to join in a representative proceeding or waive your rights to a jury trial. If such laws apply to you, the arbitration requirements set forth in subsection (ii) and/or the class action/jury trial waiver set forth in subsection (iii) do not apply to you.

I agree

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel Continue

3. Paying with Convera (International Money Transfer)

- Click on “Continue” tab

The screenshot shows the 'Make a Payment' interface for the University of the West. The page title is 'Make a Payment' and it is identified as 'Step 2 of 4: Payment method'. A sidebar on the left contains navigation links: My Account, Overview, Payment Plans, Make a Payment (active), Transactions, Help, and Sign Out. The main content area asks 'How would you like to pay?' and displays a 'Payment amount' of \$1,524.50. Below this, there is a 'Payment method' dropdown menu currently set to 'International payment' with a 'Change' link. Underneath is an 'International payment option' dropdown menu set to 'Convera', with a note that 'Rates will be shown after transferring to Convera'. A paragraph of text explains that international payments are processed by Convera and that user information will be provided to them, with a link to the Convera privacy policy. At the bottom right, there are 'Cancel' and 'Continue' buttons. A security icon and the text 'Secure encrypted payment' are visible at the bottom left.

- Select the country
- Enter the tuition and fees balance amount (USD)
- Click on “Get a Quote” tab

The screenshot shows the Convera website interface. The top navigation bar includes the Convera logo, links for 'Make your payment', 'Track your payment', and 'Tips & FAQs', and a language selector set to 'EN'. A banner below the navigation bar reads 'Western Union Business Solutions is now Convera! Click here to learn more.' The main content area features a background image of three students and the text 'PAY STUDENT FEES WITH YOUR HOME CURRENCY'. A white form is overlaid on the page, containing a dropdown menu for 'Where is your bank located?', a link for 'Why is my country not listed?', a 'Tuition and Fees' section with a currency dropdown set to 'USD' and a text input field containing '1524.5', and a 'Get a quote' button. The University of the West logo is also visible on the right side of the form.

- Select type of payment options

convera WESTERN UNION BUSINESS SOLUTIONS CHECKOUT

Western Union Business Solutions is now Convera! [Click here to learn more.](#)

Step 1 of 4

1. Choose a way to pay

<p>Bank Transfer</p> <ul style="list-style-type: none"> Takes 2-3 days on average upon payment Send money from any bank in China Operated by Chinese passport and ID required Amount due is an estimate. Final amount will be given at time of payment 	<p>10,651.49 RMB 1,524.50 USD</p> <p>Select</p>
<p>Bank Transfer</p> <ul style="list-style-type: none"> Takes 2-4 days on average upon payment Send money from any bank in China, over the counter or via online banking Operated by Chinese ID required Payments made by the agents may result in failed transactions 	<p>10,679.55 RMB 1,524.50 USD</p> <p>Select</p>
<ul style="list-style-type: none"> Takes 3-4 days upon payment Pay directly from your Alipay account 	<p>10,722.01 RMB 1,524.50 USD</p>

Payment Details Edit

- Click on “Next” tab

(The student ID is our internal system ID on Student Accounts)

convera WESTERN UNION BUSINESS SOLUTIONS CHECKOUT

Western Union Business Solutions is now Convera! [Click here to learn more.](#)

Step 2 of 4

2. Student's Details

This is to identify the correct student details

Student ID *

Student First Name *

Student last name *

Email Address *

Next you will be asked for the payer's details

Next

Payment Details Edit

University of the West will receive	1,524.50 USD
You are paying	10,661.45 RMB

- Fill out all the information
- Mark “I agree”
- Click on “Proceed to Payment” tab
- Print your payment instructions
- Follow the payment instructions and pay
- Track your payment

convera

 CHECKOUT

Western Union Business Solutions is now Convera! [Click here to learn more.](#)

Step 3 of 4

3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student

Someone else

Payer's personal details

Payer name *

Payer's email address *

This is to send confirmation of this payment

Payment Details Edit

University of the West will receive	1,524.50 USD
You are paying	10,661.45 RMB

Payer's billing address

Payer's address 1 *

Payer's address 2

Payer city *

Payer state *

Zip / Postal Code

Country *

I agree to the [Terms of Use](#) and have reviewed the [Online Privacy Statement](#)

Proceed to payment

Make a Housing Security Deposit

- Available Items, click on “View all”

UNIVERSITY OF THE WEST

Overview

My Account

Overview

Make a Payment

Transactions

Sign Out

Pz University of the West

Balance \$0

Summary

Your account does not currently have any outstanding charges.

Available items

View all

Transcripts
Official Transcript & Shipment Options

Commencement Fee - Cap and Gown

Graduation Fee
\$50.00

- Select “Housing Security Deposit”

Make a Payment

Available items

Categories

Transcripts
Official Transcript & Shipment Options
[View category](#)

Items

Commencement Fee - Cap and Gown
[View details](#)

Graduation Fee
\$50.00
[View details](#)

Housing Application Fee
\$50.00
[View details](#)

Housing Security Deposit
\$200.00
[View details](#)

Individual Mailbox Fee
[View details](#)

Library Fee
[View details](#)

Mailbox Security Deposit

Student ID

View selected items

- Enter your “Full Name” and “Student ID Number” on the fields

- Click on “Add to Payment” and pay now

Make a Payment

Available items

Categories

Transcripts
Official Transcript & Shipment Options
[View category](#)

Items

Commencement Fee - Cap and Gown \$50.00 View details	Graduation Fee \$50.00 View details
Housing Application Fee \$50.00 View details	Housing Security Deposit \$200.00 View details
Individual Mailbox Fee View details	Library Fee View details
Mailbox Security Deposit	Student ID

Available items

Item details

Housing Security Deposit
\$200.00

* Full Name

Maximum 50 characters

* Provide your student ID number

Maximum 50 digits

[Cancel](#) [Add to payment](#)