



# UWEST ONLINE PAYMENT USER GUIDE (STUDENTS)

# UWest Online Payment User Guide (Students)

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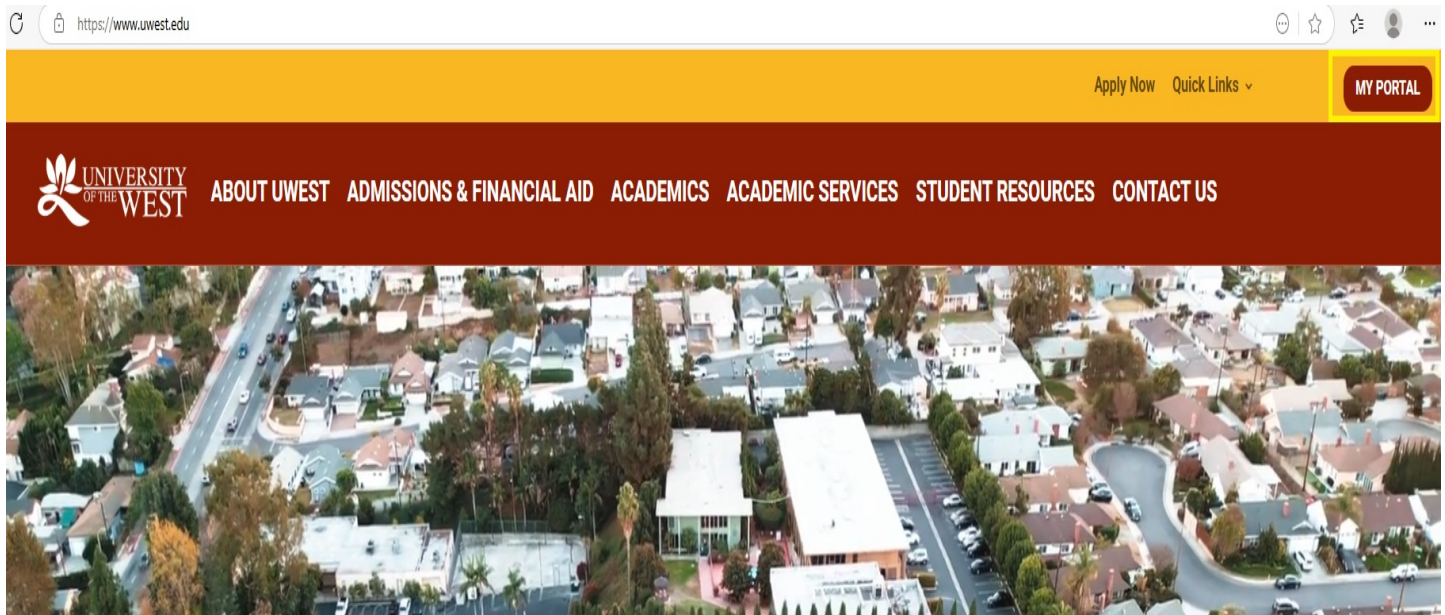
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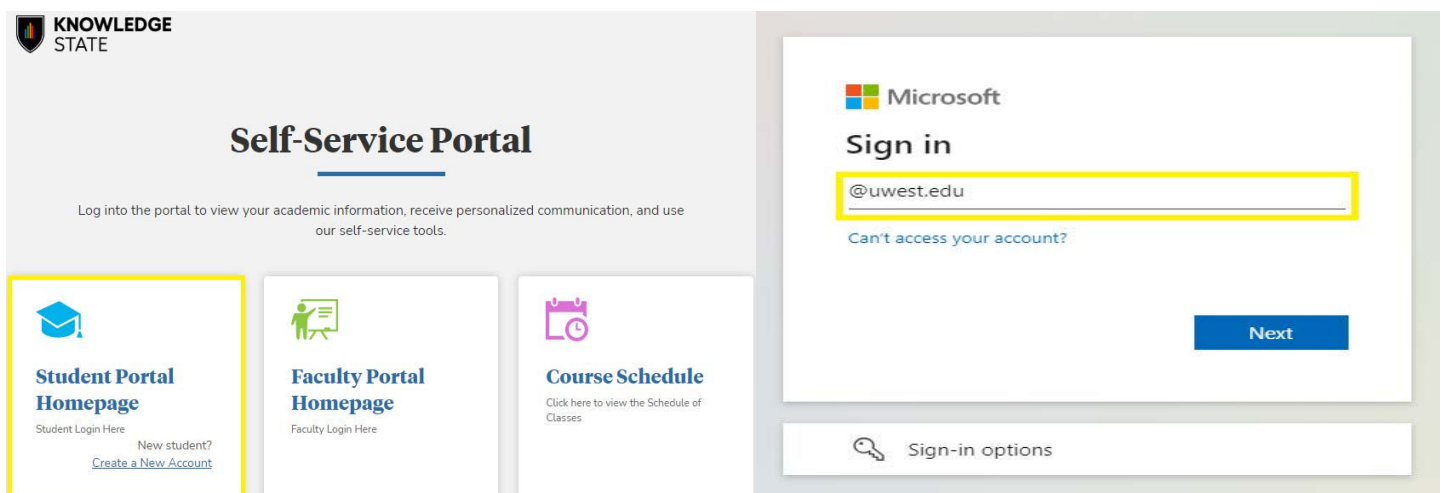
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# Login to Student Portal

- Go on to [www.uwest.edu](https://www.uwest.edu)
- Select "MY PORTAL" from the upper right corner



- 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

Show Quick Links...

## Account Information

Enrolled in 1 Programs

[BA Business Administration](#)

Total

Current Balance : \$8,000.00

Current Balance : \$8,000.00 **\$0.00**

Account Details							Payment Schedule	
Account Details								
Showing 1 to 1 of 1 entries								
Trans #	Post Date	Date	Transaction Due Date	Transaction Details	Check#/Ref	Amount	Balance	
4	7/16/2025 10:50:36 AM	7/16/2025 12:00:00 AM		<a href="#">Tuition</a>		\$8,000.00	\$8,000.00	

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

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Show Quick Links...

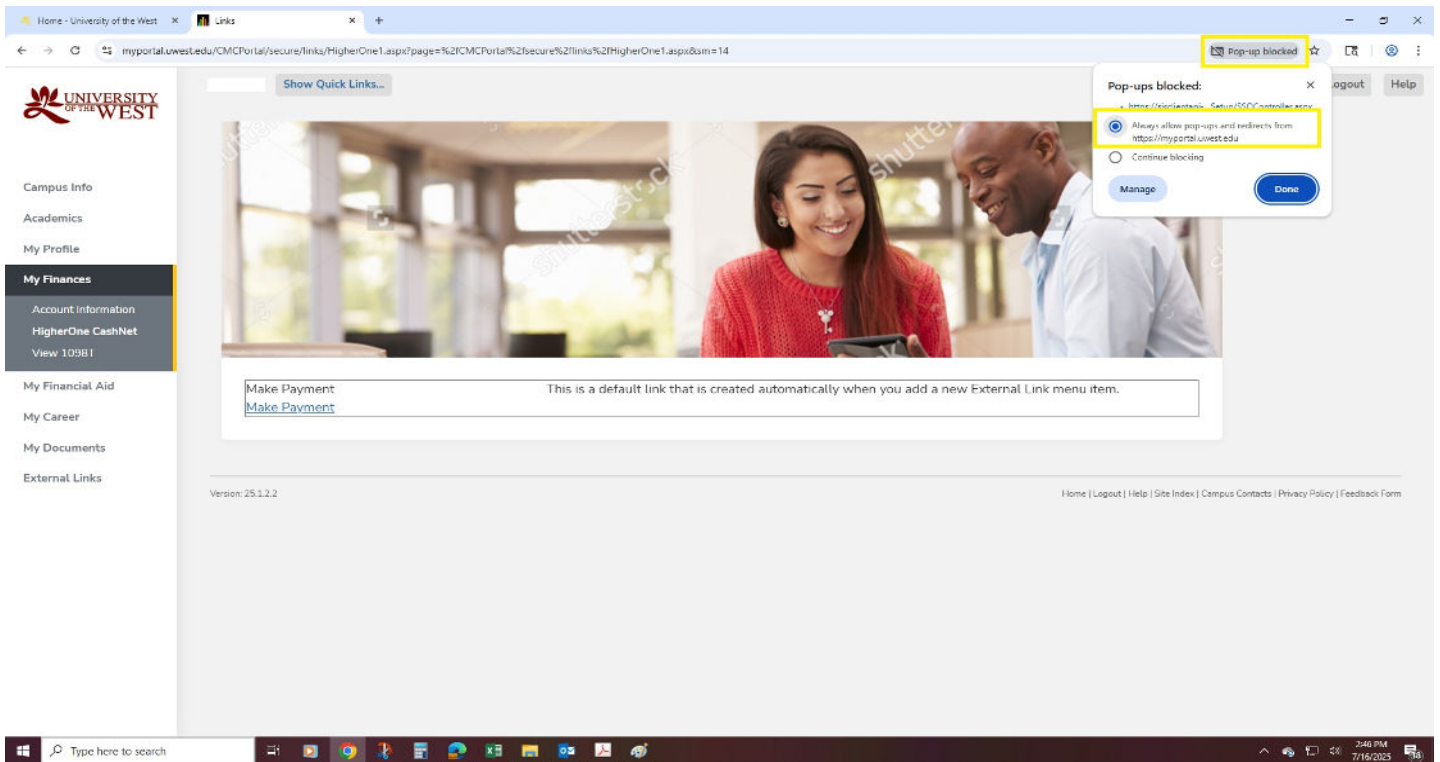
Logout

Make Payment

Make Payment

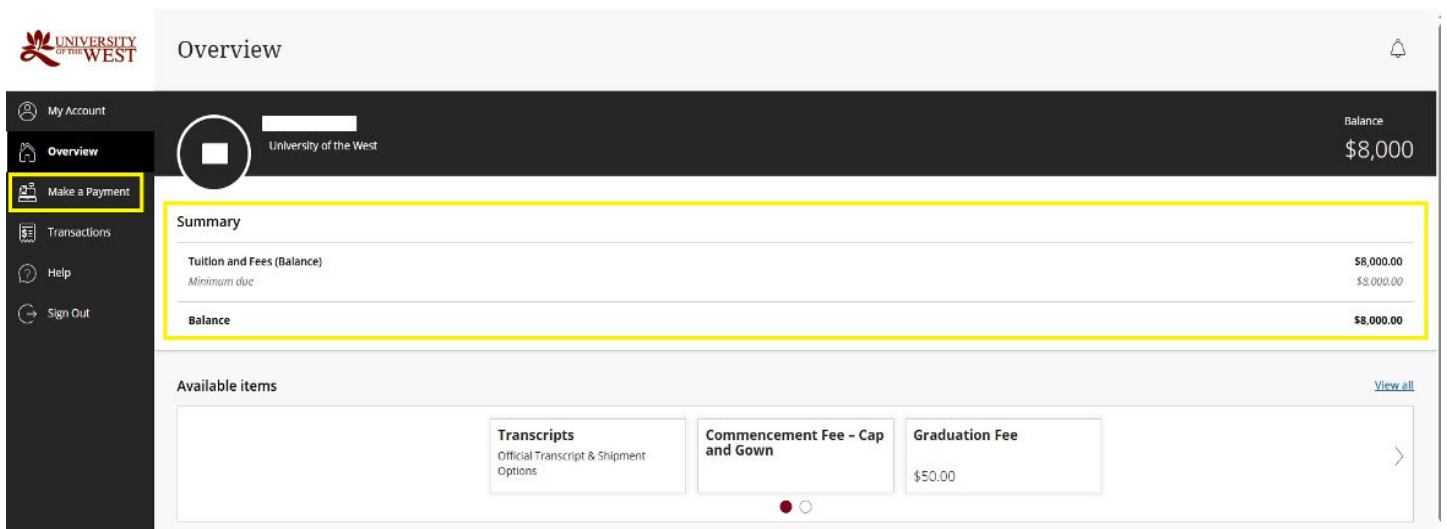
This is a default link that is created automatically when you add a new External Link menu item.

- 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

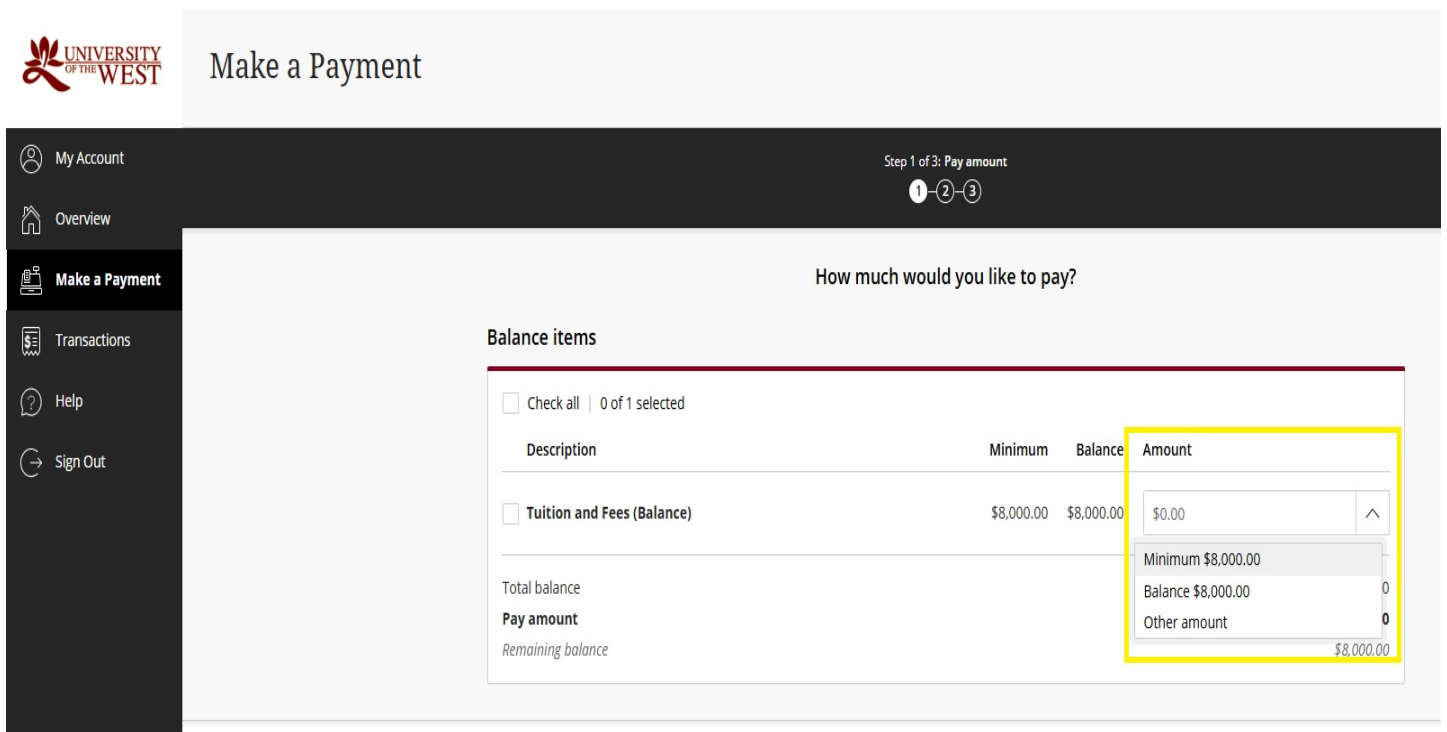


The screenshot shows the 'Overview' page of the University of the West student portal. The left sidebar contains navigation links: My Account, Overview, Make a Payment (highlighted with a yellow box), Transactions, Help, and Sign Out. The main content area has a header with the University of the West logo and a balance of \$8,000. Below this is a 'Summary' table with the following data:

Summary	
Tuition and Fees (Balance)	\$8,000.00
Minimum due	\$8,000.00
Balance	\$8,000.00

Below the summary is a section for 'Available items' with a 'View all' link. It contains three items: Transcripts (Official Transcript & Shipment Options), Commencement Fee - Cap and Gown, and Graduation Fee (\$50.00).

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



The screenshot shows the 'Make a Payment' page. The left sidebar is the same as the previous page. The main content area has a header with the University of the West logo and the title 'Make a Payment'. Below this is a progress indicator showing 'Step 1 of 3: Pay amount' with steps 1, 2, and 3. The main content area is titled 'How much would you like to pay?'. It contains a 'Balance items' table with the following data:

Description	Minimum	Balance	Amount
<input type="checkbox"/> Tuition and Fees (Balance)	\$8,000.00	\$8,000.00	\$0.00
Total balance			
Pay amount			
Remaining balance			

A dropdown menu is open for the 'Amount' column, showing options: Minimum \$8,000.00, Balance \$8,000.00, and Other amount. The 'Balance \$8,000.00' option is selected.

- Click on “Checkout” tab

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

Official transcripts & shipment options  
[View category](#)

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

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

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

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

**Individual Mailbox Fee**  
[View details](#)

[View all items](#)

\* Indicates required field

Payment 1 item

\$8,000

[Cancel](#) [Checkout](#)

- Select your payment options

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**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  
\$8,000

\* Payment method

New credit or debit card

New bank account

International payment

Secure encrypted payment

[Cancel](#) [Continue](#)

## 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 3% (domestic) or 4.25% (international) transaction fee. The minimum transaction fee for card transactions over \$20 and less than \$106 will be \$3.*

*Also, a SmartPay ACH return fee will be implemented on returned payment, and pricing is based on State regulation.*

*These transaction fees are 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  
\$8,000

\* Payment method [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MASTERCARD VISA

\* Card number

① Card number required

\* Expiration date

MM / YY

\* Security code ①

\* 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)

UNIVERSITY OF THE WEST

Pay amount

How would you like to pay?

Payment amount  
\$8,000

\* Payment method [Change](#)

New bank account

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

\* Account holder name

Account holder name required

\* Account type

☐ Checking  
☐ Savings

\* Routing transit number

\* Bank account number    \* 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

arbitrator is authorized to award all remedies permitted by the substantive law that would apply to an individual action brought in court. Any judgment on the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

d. Each party will be responsible for paying any filing, administrative and arbitrator fees in accordance with AAA Consumer Arbitration Rules. The AAA Consumer Arbitration Rules specifies lower fees for consumers than businesses such as Transact Campus Payments, Inc. The AAA will require you to pay a fee to start your case, unless you apply for and successfully obtain a fee waiver. The arbitrator may award to the winning party the costs of arbitration, reasonable attorneys' fees and reasonable costs for expert and other witnesses unless governing law precludes such an award.

e. If the amount of your dispute is small enough to qualify to be heard by a "small claims" court having jurisdiction over the dispute and the parties, you may pursue a claim in such small claims court instead of arbitrating, so long as sixty (60) calendar days have passed since you first attempted to informally resolve the dispute as set forth above and such efforts have been unsuccessful.

f. Class Action/Jury Trial Waiver. A party may bring claims against another party only in its individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The parties (you and Transact Campus Payments, Inc.) agree that the arbitrator may not consolidate proceedings of more than one person's claims; and may not otherwise preside over any form of representative or class proceeding. The arbitrator may award injunctive relief only in favor of an individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. YOU AGREE THAT, BY ENTERING INTO THESE TERMS, YOU AND TRANSCACT CAMPUS PAYMENTS, INC. ARE EACH WAIVING THE RIGHT TO A TRIAL BY JURY AND/OR TO PARTICIPATE IN A CLASS ACTION, COLLECTIVE ACTION, PRIVATE ATTORNEY GENERAL ACTION, OR OTHER REPRESENTATIVE PROCEEDING OF ANY KIND RELATING TO ANY DISPUTE RELATING TO OUR RELATIONSHIP, THESE TERMS AND CONDITIONS, OR THIS ARBITRATION AGREEMENT.

g. If any term of this arbitration agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect.

☒ 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' page for the University of the West. The page title is 'Make a Payment'. The left sidebar contains links: My Account, Overview, Make a Payment (active), Transactions, Help, and Sign Out. The main content area shows 'Step 2 of 4: Payment method'. The payment amount is \$8,000. The 'Payment method' dropdown is set to 'International payment'. The 'International payment option' dropdown is set to 'Convera'. A note states: 'International payments are processed by Convera. To complete your payment, your information will be provided to Convera and you will be directed to the Convera website. Your activity on Convera's website is governed by the Convera privacy policy found at https://www.convera.com/en-us/compliance-legal/online-privacy-statement'. At the bottom right are 'Cancel' and 'Continue' buttons.

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

The screenshot shows the Convera website. The header includes the Convera logo, links for 'Make Your Payment', 'Track Your Payment', and 'Tips & FAQs', and a 'PRICE PROMISE' badge. The main content area features a large image of a smiling couple and the text 'PAY STUDENT FEES WITH YOUR HOME CURRENCY'. Below this is a form with a dropdown menu for 'Where is your bank located?' and a link 'Why is my country not listed?'. The 'Tuition and Fees' section shows 'USD' and '8000'. A 'Get a quote' button is at the bottom. The University of the West logo is visible on the right side of the form.

- Select type of payment options

convera
PRICE PROMISE
CHECKOUT

Step 1 of 4

1. Choose a way to pay

Bank Transfer

- Delivered to your institution within 4 business days
- Send money from any bank in China
- Operated by ChinaPay 银联支付
- Chinese passport and ID required
- Amount due is an estimate. Final amount will be given at time of payment

58,333.49 RMB  
8,000.00 USD
Select

Bank Transfer

- Delivered to your institution within 5 business days
- Send money from any bank in China, over the counter or via online banking
- Operated by Geoswift
- Chinese ID required
- Payments made by the agents may result in failed transactions

58,398.70 RMB  
8,000.00 USD
Select

支付宝

- Delivered to your institution within 5 business days after completing payment
- Pay directly from your Alipay China account
- Requires Document Collection

58,514.80 RMB  
8,000.00 USD
Select

Payment Details
Edit Quote

- Click on “Next” tab

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

convera
PRICE PROMISE
CHECKOUT

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 Payment Method

University of the West  
will receive
8,000.00 USD

You are paying
58,333.49 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

### 3. Payer's Details

We require this information to process your payment

Who will be making this payment?

Student

☒

Someone else

☐

**Important:** Please ensure the payer's name below matches the name associated to the payer's chosen payment method.

**Payer's personal details**

Payer name \*

Payer's email address \*

This is to send confirmation of this payment

**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](#) ☒

💡 By continuing with the checkout process, you will be subject to our payment partner's User Terms and Privacy Policy.

Proceed to payment

Payment Details

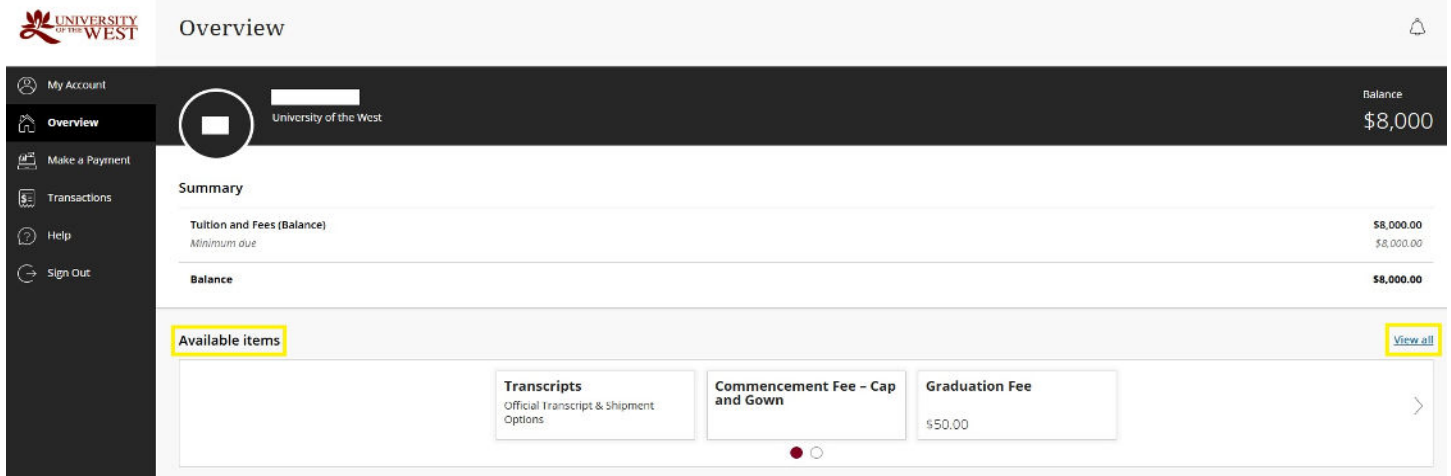
← Edit Receiver Details



University of the West	
will receive	8,000.00 USD
You are paying	58,333.49 RMB

# Make a Housing Deposit

- Available Items, click on “View all”



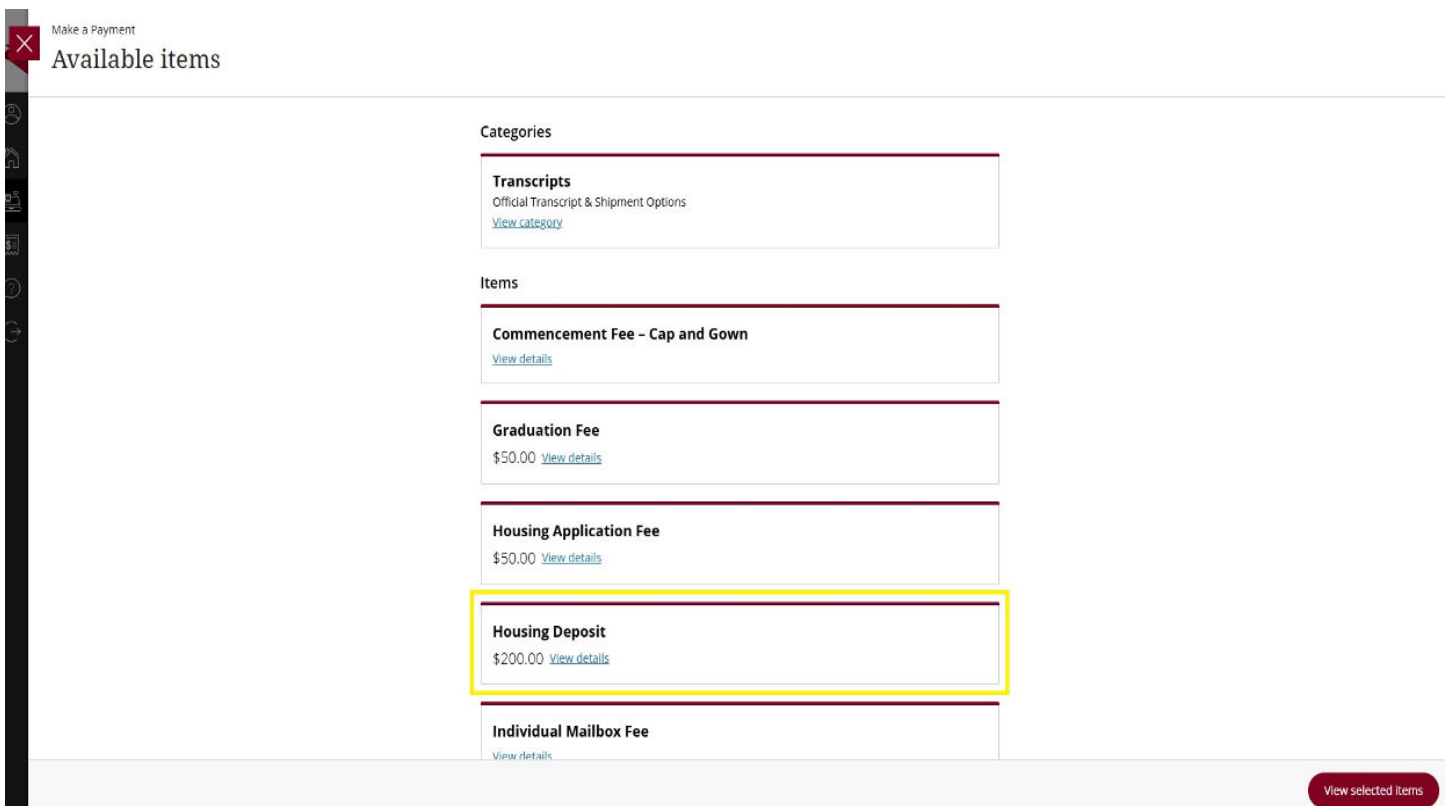
The screenshot shows the 'Overview' page of a University of the West student account. The top navigation bar includes the university logo and a bell icon. A dark sidebar on the left contains links for 'My Account', 'Overview' (selected), 'Make a Payment', 'Transactions', 'Help', and 'Sign Out'. The main content area features a 'Summary' table with two rows: 'Tuition and Fees (Balance)' and 'Balance', both showing a value of \$8,000.00. Below this is an 'Available items' section with a yellow highlight on the 'Available items' label and a 'View all' link. The items listed are 'Transcripts', 'Commencement Fee - Cap and Gown', and 'Graduation Fee' (\$50.00).

Summary	
Tuition and Fees (Balance)	\$8,000.00
Minimum due	\$8,000.00
Balance	\$8,000.00

**Available items** [View all](#)

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

- Select “Housing Deposit”



The screenshot shows the 'Available items' page. A top bar includes a 'Make a Payment' button and a close icon. The page is divided into 'Categories' and 'Items' sections. The 'Categories' section lists 'Transcripts' with a 'View category' link. The 'Items' section lists several fees: 'Commencement Fee - Cap and Gown' (with 'View details' link), 'Graduation Fee' (\$50.00, with 'View details' link), 'Housing Application Fee' (\$50.00, with 'View details' link), 'Housing Deposit' (\$200.00, with 'View details' link, and highlighted with a yellow box), and 'Individual Mailbox Fee' (with 'View details' link). A 'View selected items' button is located at the bottom right.

**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 Deposit**  
\$200.00 [View details](#)
- Individual Mailbox Fee**  
[View details](#)

[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

[View details](#)

Graduation Fee

\$50.00 [View details](#)

Housing Application Fee

\$50.00 [View details](#)

Housing Deposit

\$200.00 [View details](#)

Individual Mailbox Fee

[View details](#)

Available items

Item details

Housing Deposit

\$200.00

\* Full Name

Maximum 50 characters

\* Provide your student ID number

Maximum 50 digits

Cancel

Add to payment