



UWEST

ONLINE PAYMENT USER GUIDE (STUDENTS)

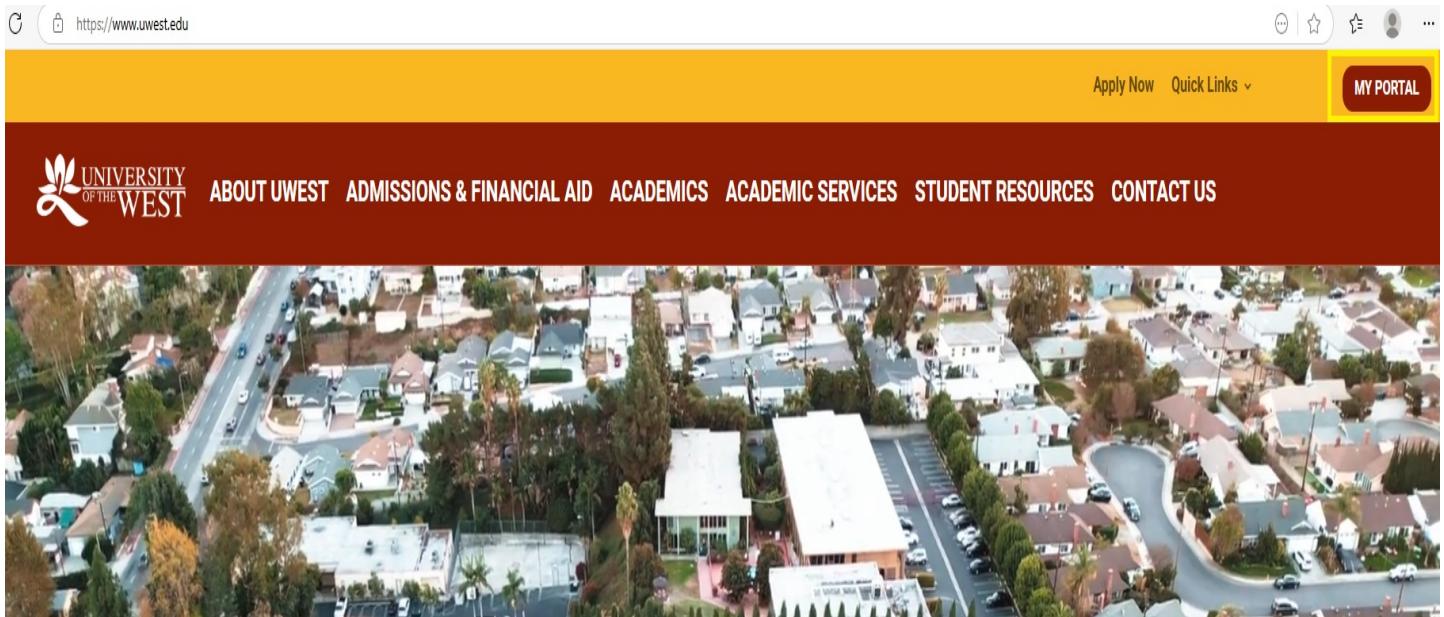
UWest Online Payment User Guide (Students)

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Login to Student Portal

- Go on to www.uwest.edu
- Select “MY PORTAL” from the upper right corner

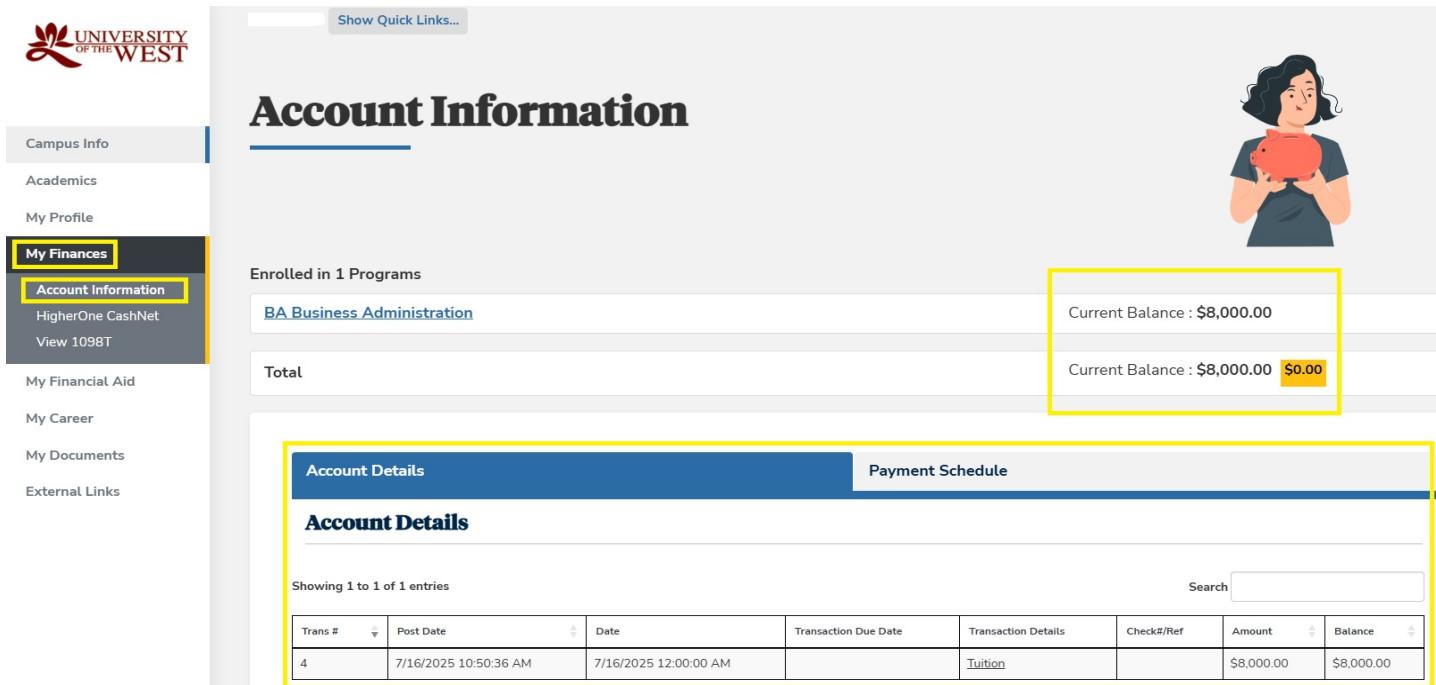


- On the "Self-Service Portal", select "Student Portal Homepage", enter your Username and Password

The image shows two side-by-side screenshots. On the left is the 'Self-Service Portal' homepage, which features a 'Student Portal Homepage' button highlighted with a yellow box. On the right is a Microsoft 'Sign in' page, where the 'username' field is also highlighted with a yellow box. Both screens include a 'Next' button at the bottom right.

My Finances

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



UNIVERSITY OF THE WEST

Campus Info

Academics

My Profile

My Finances

Account Information

HigherOne CashNet

View 1098T

My Financial Aid

My Career

My Documents

External Links

Show Quick Links...

Account Information



Enrolled in 1 Programs

BA Business Administration

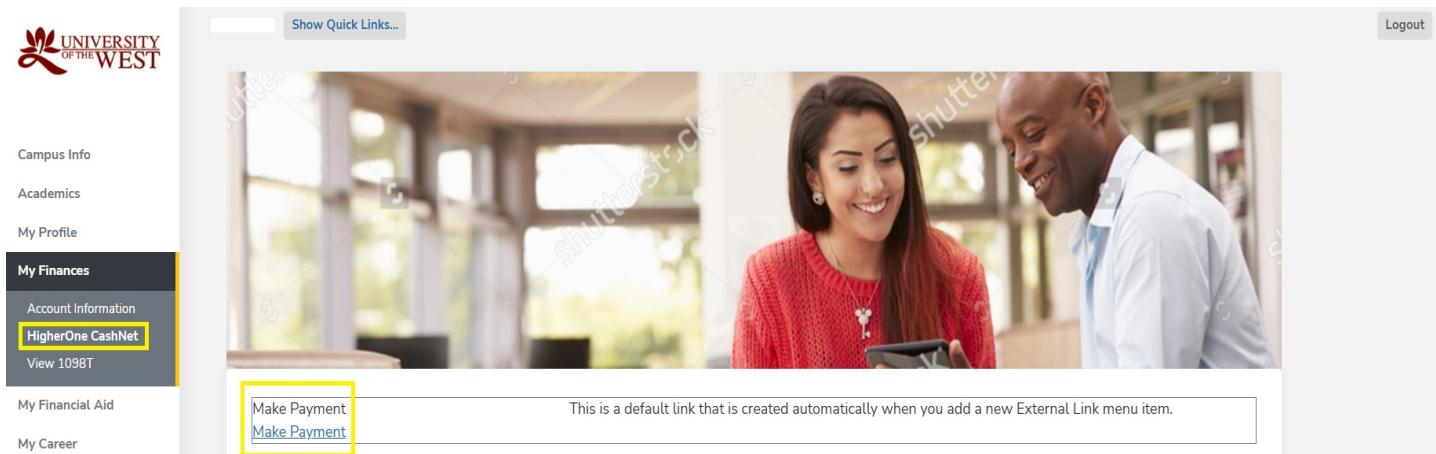
Total

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
4	7/16/2025 10:50:36 AM	7/16/2025 12:00:00 AM		Tuition
			Amount	Balance
			\$8,000.00	\$8,000.00

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



UNIVERSITY OF THE WEST

Campus Info

Academics

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Account Information

HigherOne CashNet

View 1098T

My Financial Aid

My Career

Show Quick Links...



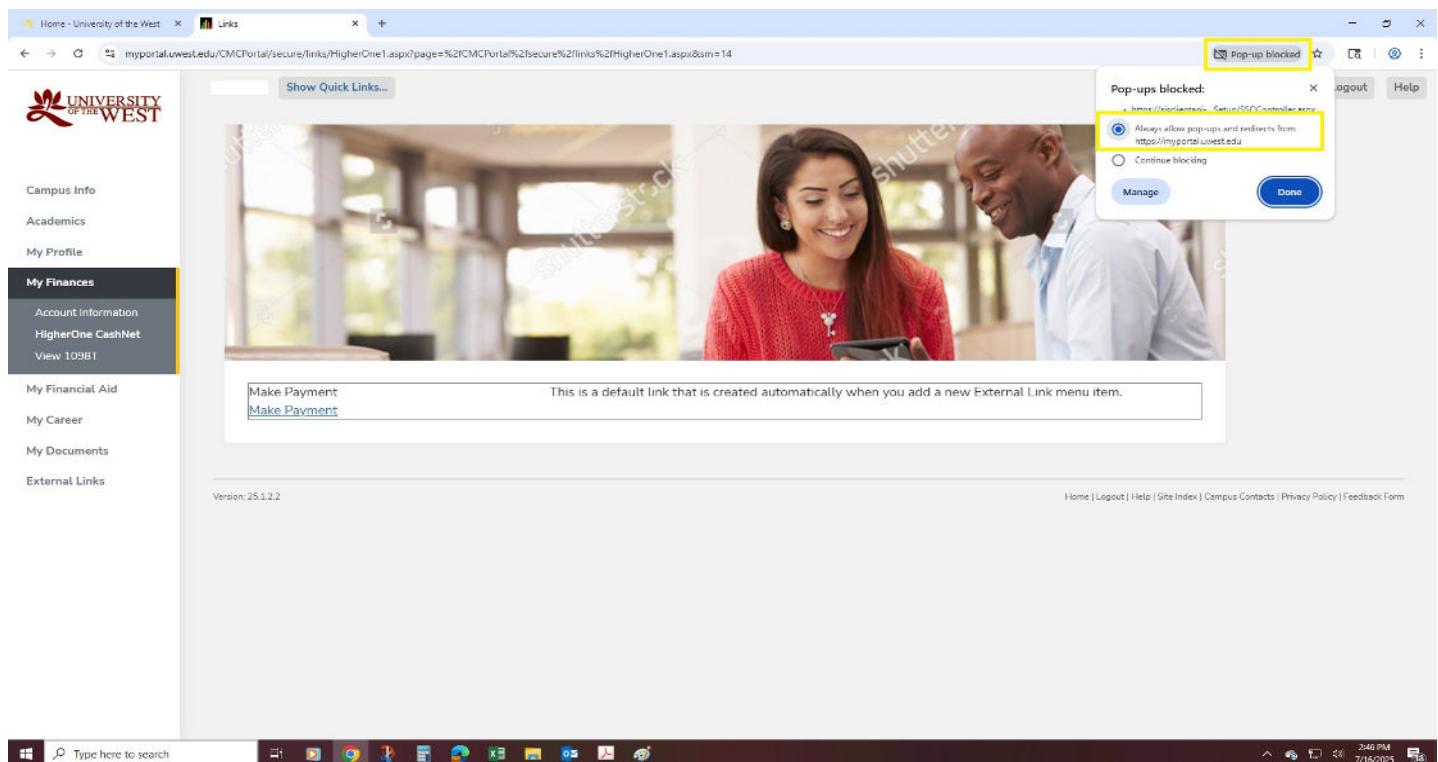
Logout

Make Payment

Make Payment

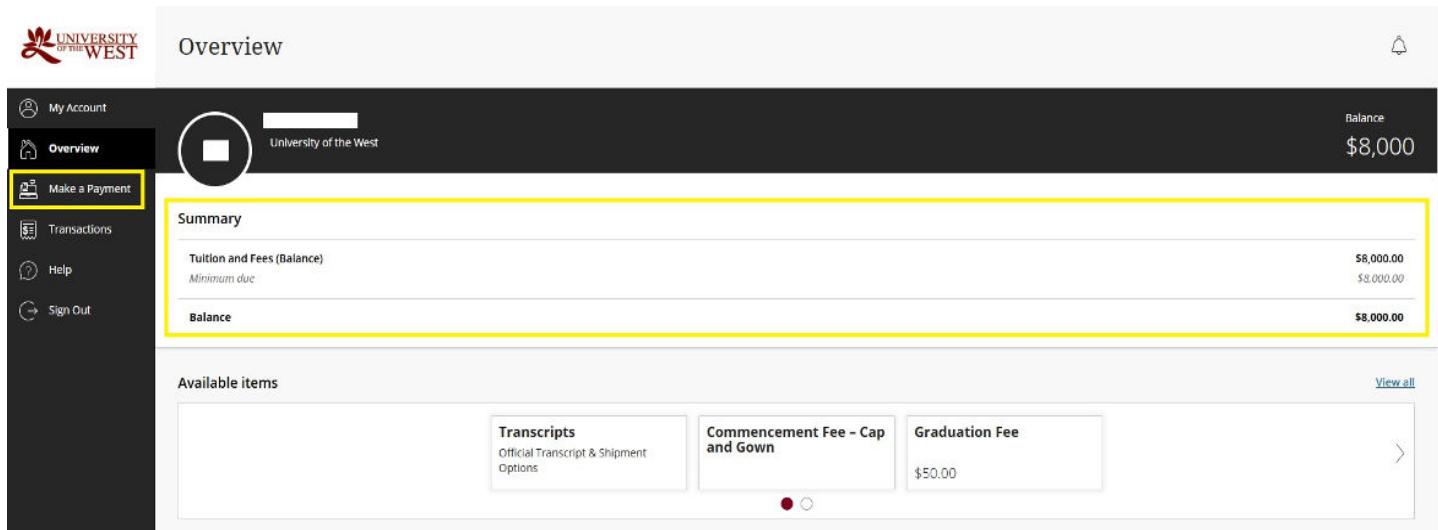
This is a default link that is created automatically when you add a new External Link menu item.

- 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

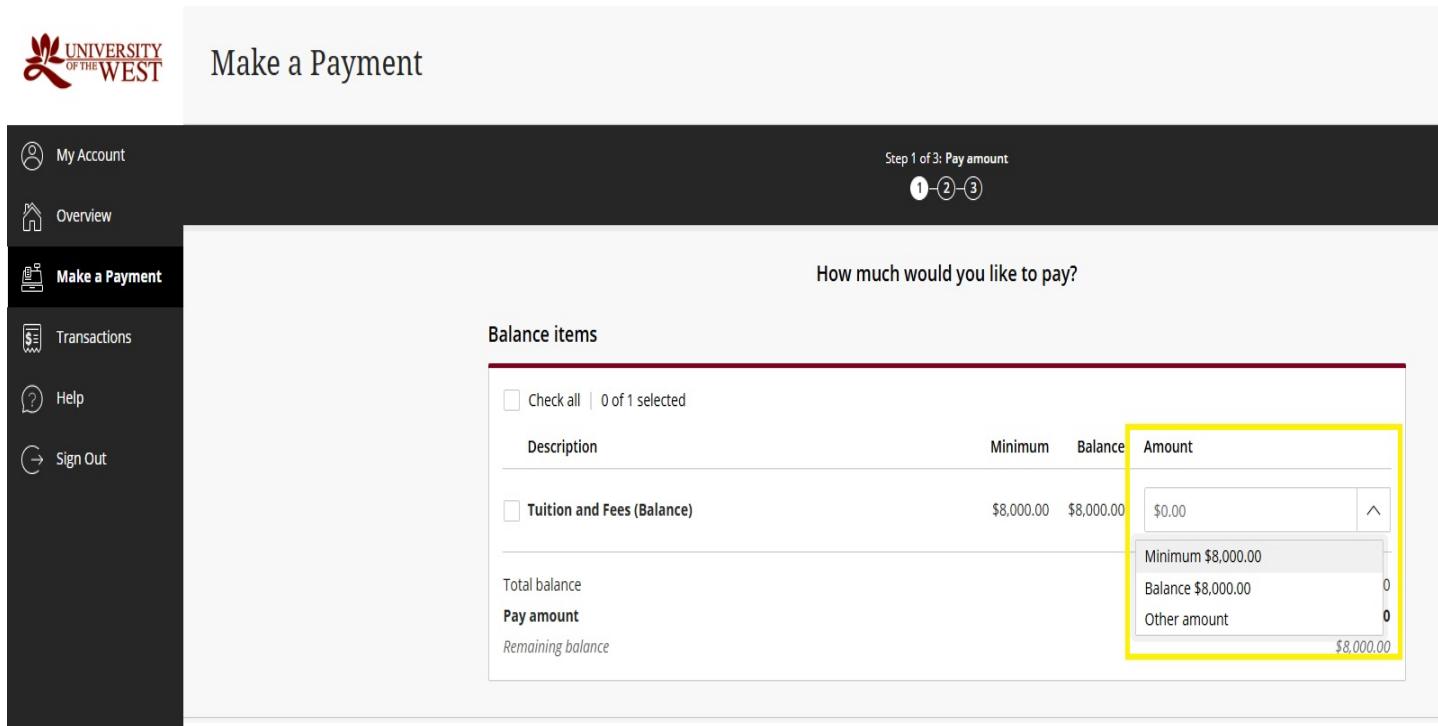


The screenshot shows the University of the West Overview page. The 'Make a Payment' tab in the left sidebar is highlighted with a yellow box. The main content area displays a 'Summary' table with the following data:

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

Below the summary is a section titled 'Available items' with three options: 'Transcripts', 'Commencement Fee - Cap and Gown', and 'Graduation Fee'.

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



The screenshot shows the 'Make a Payment' page, Step 1 of 3: Pay amount. The 'Make a Payment' tab in the left sidebar is highlighted with a yellow box. The main content area shows a table titled 'Balance items' with one item: 'Tuition and Fees (Balance)'. The 'Amount' column has a dropdown menu open, showing options: 'Minimum \$8,000.00', 'Balance \$8,000.00', and 'Other amount'.

Description	Minimum	Balance	Amount
Tuition and Fees (Balance)	\$8,000.00	\$8,000.00	\$0.00

- Click on “Checkout” tab

UNIVERSITY OF THE WEST

My Account

Overview

Make a Payment

Transactions

Help

Sign Out

Commencement Fee - Cap and Gown

Graduation Fee

Housing Application Fee

Housing Deposit

Individual Mailbox Fee

View all items

* indicates required field

Payment 1 item

\$8,000

Cancel

Checkout

- Select your payment options

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

New credit or debit card

New bank account

International payment

Secure encrypted payment

Cancel

Continue

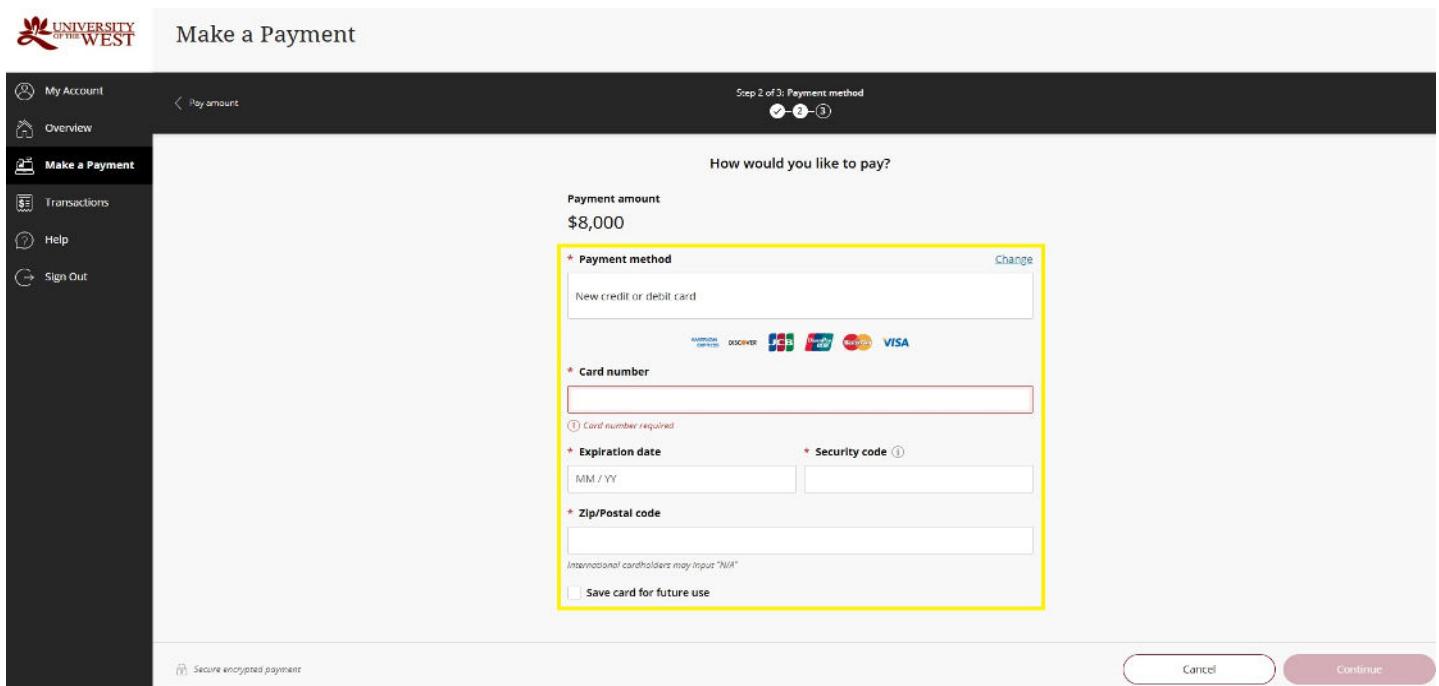
1. Paying with a credit/debit card

- 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.

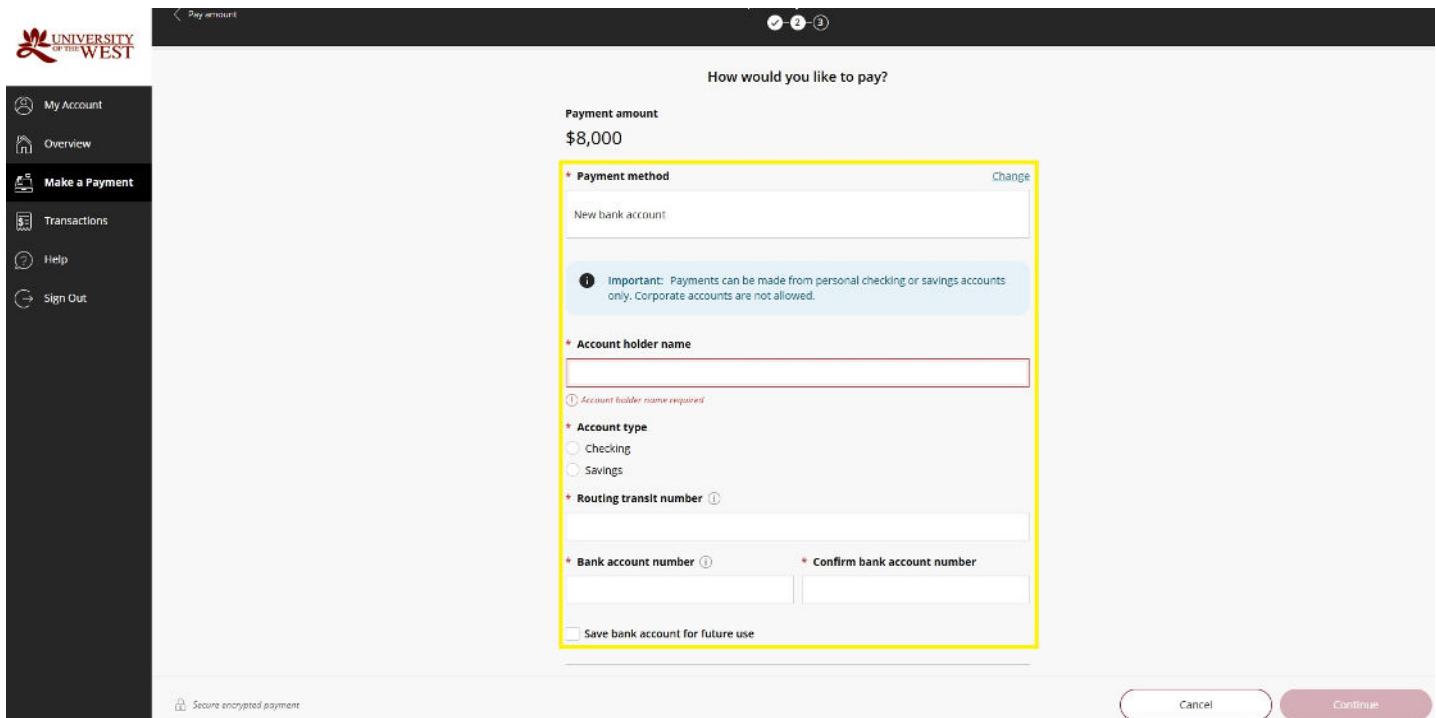
** The transaction fee may subject to change.*



The screenshot shows a web-based payment interface for the University of the West. The top navigation bar includes links for 'My Account', 'Overview', 'Make a Payment' (which is the active tab), 'Transactions', 'Help', and 'Sign Out'. The main content area is titled 'Make a Payment' and shows 'Step 2 of 3: Payment method' with a progress bar showing 1-2-3. The payment amount is listed as '\$8,000'. The 'Payment method' section is highlighted with a yellow box and contains fields for 'Card number', 'Expiration date', 'Security code', and 'Zip/Postal code'. Below these fields is a note: 'International cardholders may input "N/A"'. A checkbox for 'Save card for future use' is also present. At the bottom of the form are 'Cancel' and 'Continue' buttons. A note at the bottom left states 'Secure encrypted payment'.

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

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



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

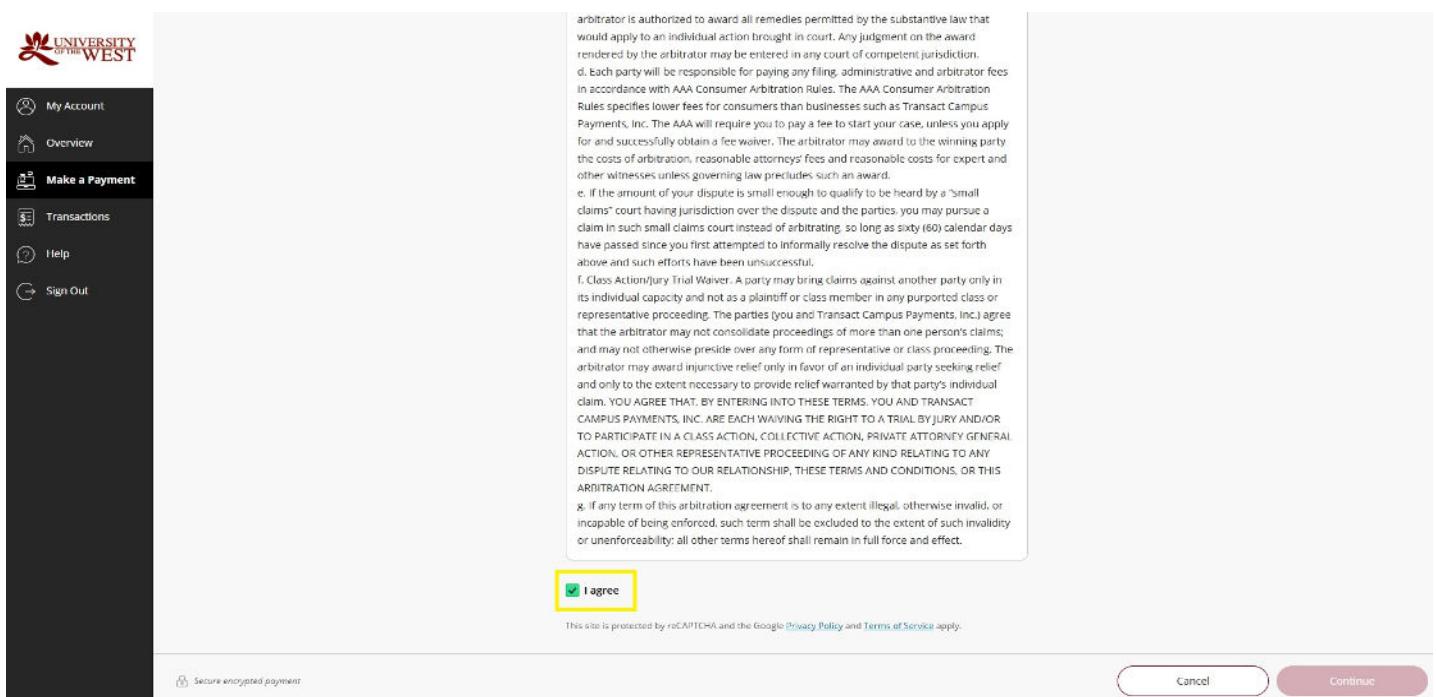
Routing transit number Account number required

Bank account number Account number required **Confirm bank account number**

Save bank account for future use

Secure encrypted payment

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



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 TRANSACT 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.

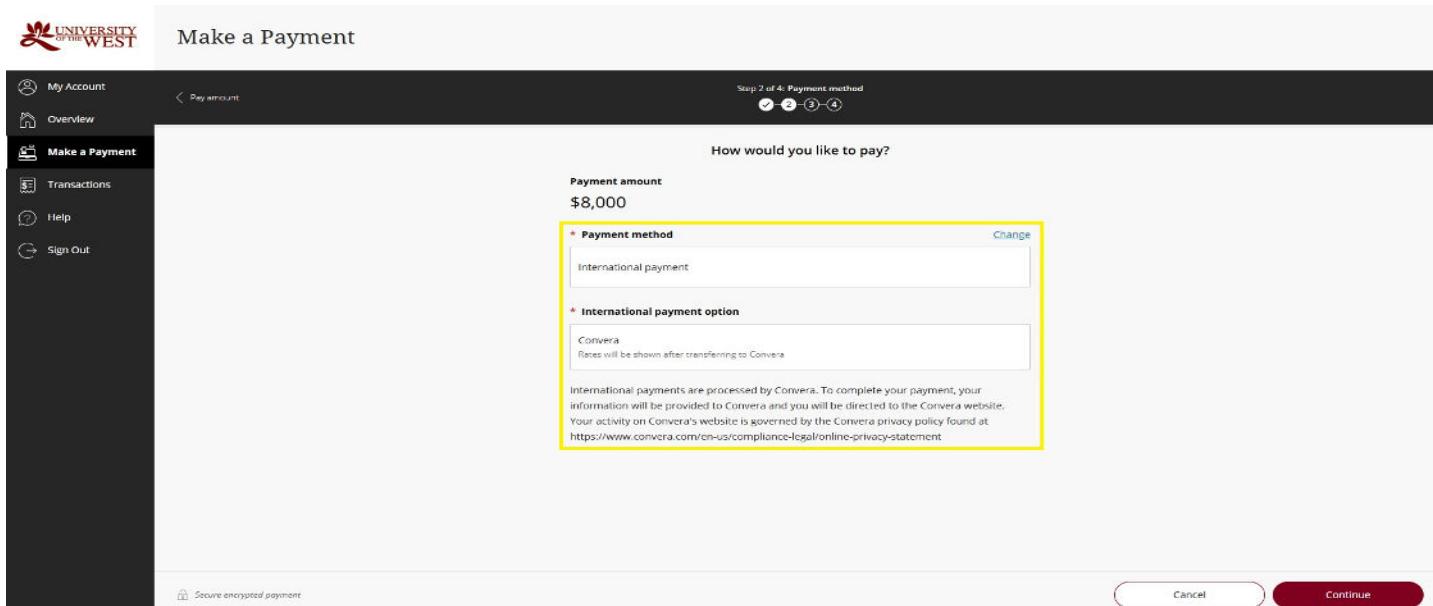
I agree

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

Secure encrypted payment

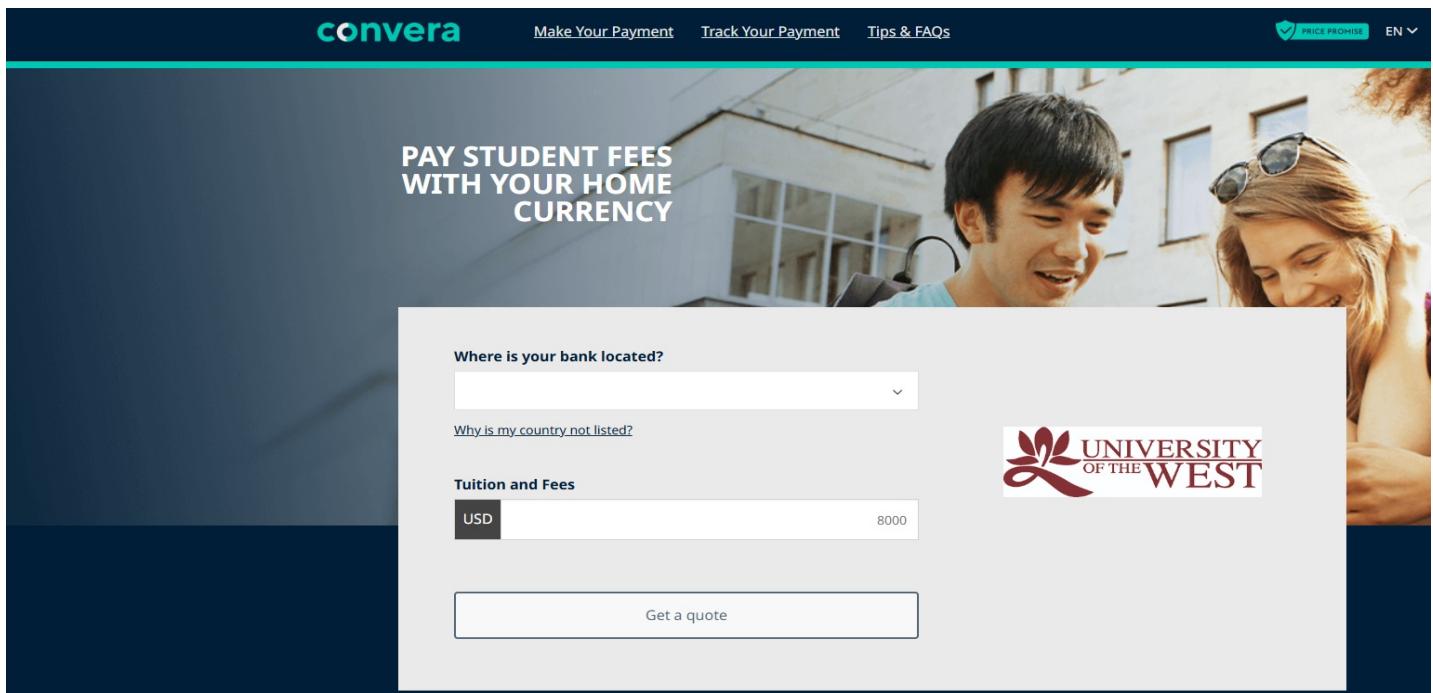
3. Paying with Convera (International Money Transfer)

- Click on “Continue” tab



The image shows a screenshot of the University of the West payment interface. The top navigation bar includes 'My Account', 'Overview', 'Make a Payment' (which is selected), 'Transactions', 'Help', and 'Sign Out'. The main title is 'Make a Payment'. Below it, a sub-header says 'Step 2 of 4: Payment method' with a progress bar showing steps 1, 2, 3, and 4. The main content area is titled 'How would you like to pay?'. It shows a 'Payment amount' of '\$8,000'. A yellow box highlights the 'Payment method' section, which contains 'International payment' and 'International payment option' (Convera). A note below 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/cn-us/compliance-legal/online-privacy-statement>'. At the bottom, there are 'Cancel' and 'Continue' buttons, and a note about secure encrypted payment.

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



The image shows a screenshot of the Convera payment interface. The top navigation bar includes 'convera', 'Make Your Payment', 'Track Your Payment', 'Tips & FAQs', and language options. A 'PRICE PROMISE' badge is also present. The main headline is 'PAY STUDENT FEES WITH YOUR HOME CURRENCY'. Below it, a form asks 'Where is your bank located?' with a dropdown menu. A link 'Why is my country not listed?' is provided. The 'Tuition and Fees' section shows 'USD' and '8000'. A large 'Get a quote' button is at the bottom. The University of the West logo is visible in the bottom right corner.

- Select type of payment options

convera

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
- 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

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

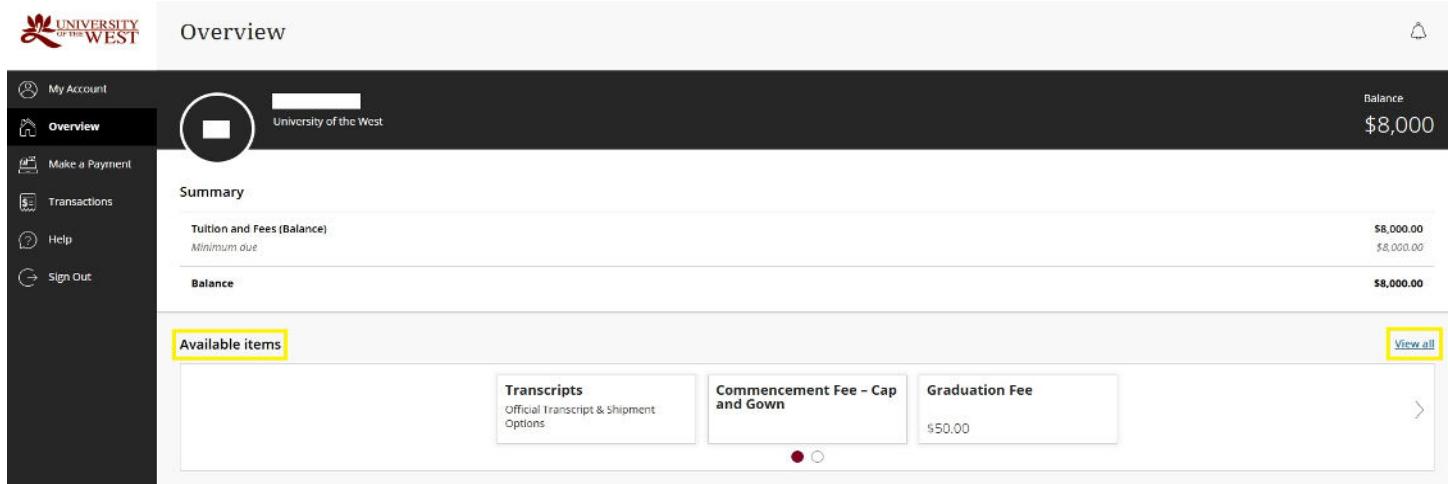
Payment Details [Edit Receiver Details](#)



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”



My Account

Overview

University of the West

Balance \$8,000

Summary

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

Available items

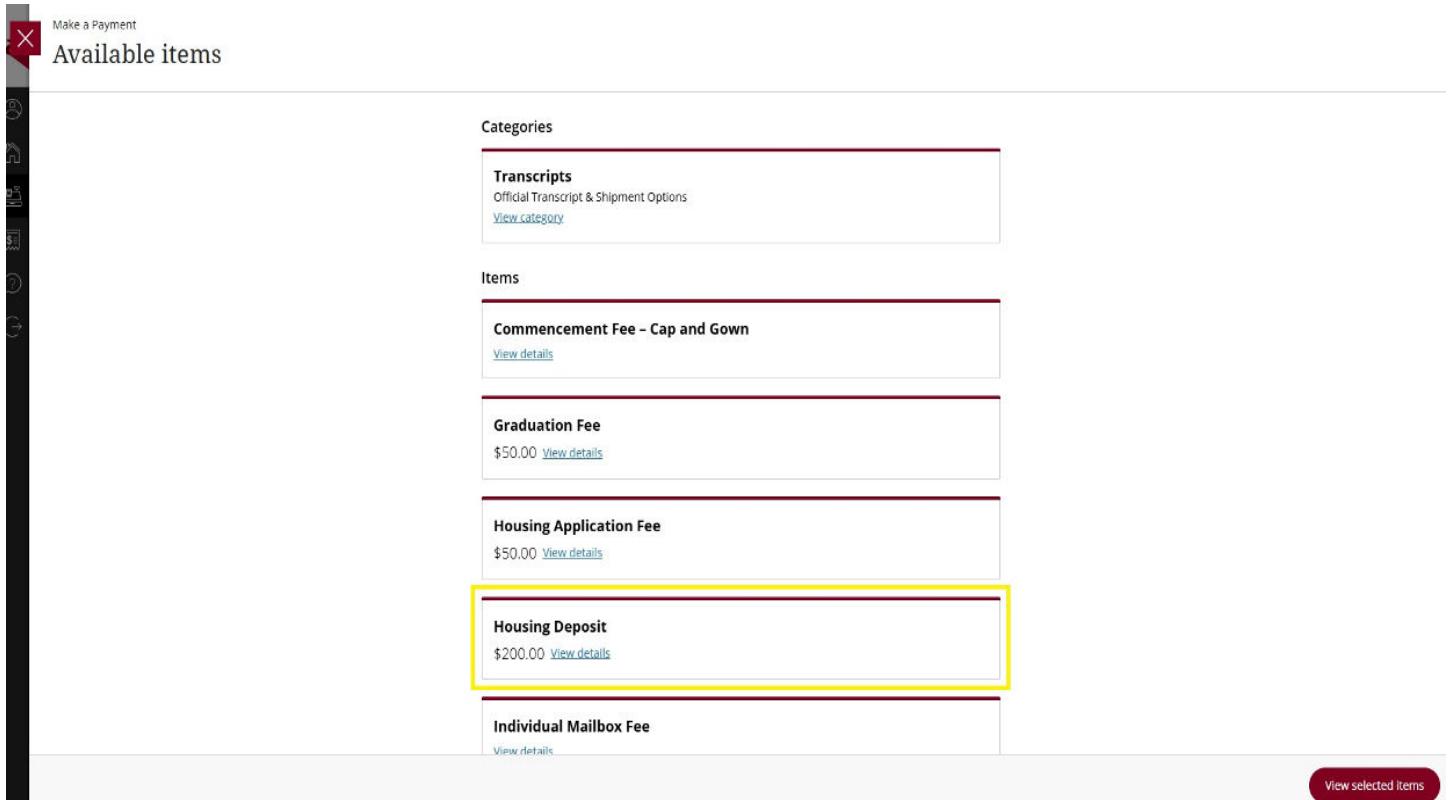
Transcripts
Official Transcript & Shipment Options

Commencement Fee - Cap and Gown

Graduation Fee
\$50.00

[View all](#)

- Select “Housing 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 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

The image shows a payment interface with a sidebar on the left and a main content area. The sidebar has icons for search, refresh, and other navigation. The main content area has a header "Available items" with a close button. Below it is a "Categories" section with a "Transcripts" item. The "Items" section lists several fees: "Commencement Fee - Cap and Gown" (\$20.00), "Graduation Fee" (\$50.00), "Housing Application Fee" (\$50.00), "Housing Deposit" (\$200.00), and "Individual Mailbox Fee". The "Housing Deposit" item is expanded, showing a "View details" link. To the right, a "Item details" panel is open for the "Housing Deposit" item, with a header "Available items" and a close button. It shows the amount "\$200.00". Below it are two input fields: "Full Name" and "Provide your student ID number", both with "Maximum 50 characters" and "Maximum 50 digits" validation notes. At the bottom right of the details panel are "Cancel" and "Add to payment" buttons, with the "Add to payment" button highlighted by a yellow box.

Available items

Categories

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

Items

Commencement Fee - Cap and Gown
\$20.00 [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**