

HOW TO MAKE A PAYMENT

Pace University no longer accepts debit/credit cards in-person, by mail, fax, or over the phone for payment of Tuition, Housing, Meal Plan and fees. However, debit/credit cards can be used to pay online through TouchNet/PayPath via www.Pace.edu/Pay (<http://www.Pace.edu/Pay/>).

TouchNet is an independent third-party contractor who accepts payments to the student account and charges a non-refundable convenience fee based on the amount charged. Credit/Debit card payments will incur a fee of 2.95% which is assessed by TouchNet and not Pace. The convenience fee is paid in full to and retained by TouchNet. The University does not receive any of this fee. The charge for the convenience fee will appear separately from the payment on your card statement. There will be no charge for online payments using your checking or savings account.

To make a debit/credit card payment, visit www.Pace.edu/Pay (<http://www.Pace.edu/Pay/>) or login to your Pace Portal using your Pace credentials, click on the Student Tab, and click on Registration, Grades and Tuition Schedule. Then, click on Pay Your Bill / Payment Plans and follow the steps to make payment.

Online

In Pace Portal (<https://portal5login.pace.edu/cas-web/login/?service=https://portal.pace.edu/cas-login.php>), students can make payment under Student Home Tab, and Billing and Payment. You will have the option of paying by web check or credit card. Pace accepts Visa, MasterCard, American Express, and Discover/Novus through PayPath, a service provided through TouchNet™. Parents and other authorized users can make payment by web check or credit card via the Payment Portal. If you wish to pay in monthly installments, you must enroll through the Payment Portal. For a tutorial on how to pay your bill online, please click here or visit <http://www.pace.edu/pay> (<https://www.pace.edu/student-accounts/billing-and-payment/payment-methods-and-payment-plans/>).

By Mail

Payment may be made via check or money order. Please include your Student ID number and make your check or money order payable to Pace University and send to:

Pace University
Payment Processing Center
161 William St, 8th Floor
New York, NY 10038

International Payments

Pace University has teamed up with TransferMate to provide a streamlined and secure payment method through our Payment Portal (<https://www.pace.edu/student-accounts/billing-and-payment/view-and-pay-your-bill/>) that also reduces bank fees and improves the payment experience. With TransferMate, students can pay tuition and fees in their local currency from nearly any country.

What are the benefits?

- Accurate currency conversions
- Competitive exchange rates
- Local currency payment methods
- Faster payment posting to your student account
- Excellent customer service

Get started by logging into Payment Portal (<https://www.pace.edu/student-accounts/billing-and-payment/view-and-pay-your-bill/>). Watch this video (<https://vimeo.com/723508067/6bd449677e/>) for a quick demo or download Step-by-Step Instructions (PDF) (<https://www.pace.edu/sites/default/files/2023-12/student-accounts-transfermate-step-by-steps-instructions.pdf>) here. Pace does not allow overpayments. If you transfer more funds than what is due on the student account, TransferMate may return the total or overpayment amount to the originating bank. Students may opt to keep the credit on their student account to cover future charges.

Please Note: All students are bound by the payment due date, whether or not a University bill is received. Semester charges and payment information are available through your Pace Portal (<https://portal5login.pace.edu/cas-web/login/?service=https://portal.pace.edu/cas-login.php>) account.