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 2.85% 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 My 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.

1. **Online**

   In MyPace Portal, students can make payment under "Registration and Grades", "Pay Bill / Payment Plans". You will have the option of paying by webcheck 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 (http://www.pace.edu/pay/).

2. **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

3. **International Payments**

   Pace University has partnered with Flywire (https://payment.flywire.com/pay/payment/) for international payments. This services provides students and their families a cost effective and convenient method of making payments to Pace in foreign currencies.

   Flywire allows you to:

   - Pay from any country and any bank
   - Save money on bank fees and ensure your payment is received in full
   - Obtain excellent foreign exchange rates with a best rate guarantee
   - Receive piece of mind with 24x7 multilingual customer support
   - Track your payment from start to finish

To make your payment, please visit: www.pace.flywire.com (https://payment.flywire.com/pay/payment/). For questions about making a payment with Flywire, you can email support@flywire.com (https://help.flywire.com/hc/en-us/requests/new/?ticket_form_id=138129).