Payment by Credit Card

To pay your bill by credit card, log into your MyNKU Account. Click **Student Billing** and select **Tuition Payment & Statement**:

A window will appear showing the balance due. You have the option of either paying the full amount due or making a partial payment by selecting either **Pay Balance in Full** or **Partial Payment**:

(Note: When selecting the partial payment option, the system does not determine the amount paid. Any amount paid must be manually entered in the box located to the right of the “Partial Payment” option)

After clicking “Pay in Full” or “Partial Pay”, click the “Credit Card” option (note – payments submitted by credit card will be assessed an additional 2.5% Service Fee).
The following window will then pop up, asking for your card information:

![Credit Card Payment Form]

When entering payment information, make sure to check that all fields have been completed and double check your information in order to minimize a chance for error in processing. All fields are required (please see example below).

![Credit Card Payment Form Example]
You will enter the following information:

**Cardholder Name:** This is the name written as shown on the front of the credit/debit card you are using.

**Credit Card Number:** Enter the 16 digit card number listed on the front of the credit/debit card.

**Exp Date:** Select from the drop down the month/year that corresponds to the expiration date on your credit/debit card.

**CVV:** This is a 3 or 4 digit number found usually on the back of the credit card. For additional help in locating the CVV number, click “Where do I find my CVV? The following pop-up will show you where to locate the number:

Once you have entered all of the required information, click **Pay**.

A confirmation screen acknowledging submission of the payment will then pop up:

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**Payment has been completed successfully.**

**A receipt has been emailed to your email account**

<table>
<thead>
<tr>
<th>Receipt No:</th>
<th>\658244072</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount:</td>
<td>$7.69</td>
</tr>
</tbody>
</table>

An e-mail serving as receipt for the payment will also be sent to your NKU email address.