

Payment by Credit Card

To pay your bill by credit card, log into your Biller Direct Account and click on **“Pay Your Bill”**:

Student Self-Service | **Biller Direct** | Biller Direct OLD

Overview | Pay Your Bill | Manage Bank Accounts | Holds On Account | Register Authorized Payers | IRS Form 1098-T

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Overview

Pay Your Bill ←
Pay your bill. View unpaid charges. Download current and prior semester bills.
[Pay your bill](#)

Register Authorized Payers
Do your parents or friend assist in paying your tuition? Sign them to pay on your account.
[Register Authorized Payers](#)

Manage Bank Accounts
Expecting a Refund? Sign-up for Direct Deposit. Already have an account setup, update bank information here.
[Manage Bank Accounts](#)

IRS Form 1098-T
Download IRS Form 1098-T.
[View IRS Form 1098-T](#)

Holds On Account
Check your account for any holds.
[Holds On Account](#)

Announcements

- TESTING** now a Direct Lending School **ALL 2010-2011 loan borrowers** must sign a new promissory note. [Please click here for full details.](#)
- Coming in Fall 2010, the Fall Book Advance.** Details coming soon.
- A new cancellation **for non-payment policy** will be implemented this Fall semester. [Please click here for full details.](#)

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bursar@nku.edu

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”**:

Account Statement

Balance Due: **\$ 1,414.66** **Pay Balance in Full**

Partial Payment **PAY BILL NOW**

Current Unpaid Items:

Date	Description	Amount
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 514.66
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 157.19
10/02/2012	Fall 2012-2013 Web Credit Card Payment	\$ 900.00

Download Account Statements

Academic Periods: 2012-2013 Fall **DOWNLOAD**

(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 entering the amount to be paid and clicking “Pay Bill Now”, the following screen will pop up. To make a payment by credit card select “Credit Card”:

Amount to Pay
\$ 500.00

NKU

Select Your Payment Method

Existing E-Check New E-Check Account **Credit Card**

1 Select 2 Review 3 Confirmation

Select Bank Account

The Bank of Kentucky-1007319
 Checking-39839393

Review ▶

Close

. The following page will appear:

Credit Card Payment

1 EDIT 2 Review 3 Confirmation

Service Charge
A 2.5% service charge will be applied to your credit/debit card upon payment completion.

Credit Card Details:

Card Holder Name

Credit Card Type

Credit Card Number

Exp Date /

CVV

[Where do I find my CVV?](#)

Review ▶

Close

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

1 Edit 2 Review 3 Confirmation

Service Charge
A 2.5% service charge will be applied to your credit/debit card upon payment completion.

Credit Card Details:

Card Holder Name John Smith

Credit Card Type American Express

Credit Card Number 371449635398431

Exp Date 10 / 15

CVV 321

[Where do I find my CVV?](#)

Review

Close

You will enter the following information:

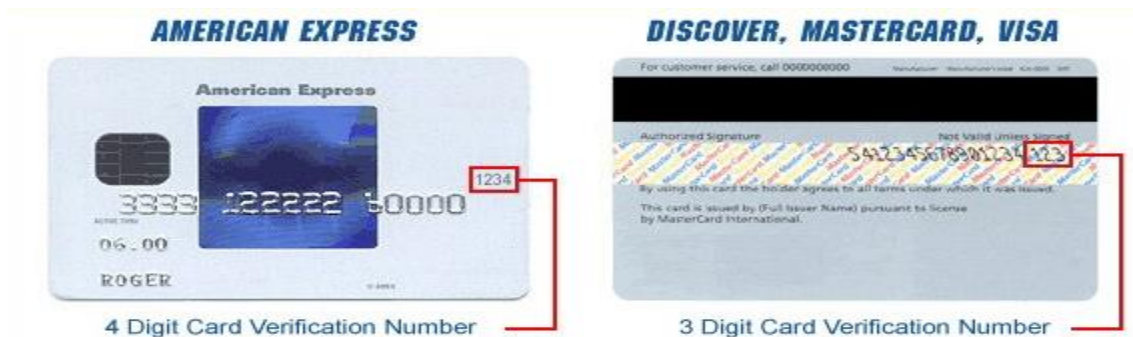
Cardholder Name: This is the name written as shown on the front of the credit/debit card you are using.

Credit Card Type: Select from the drop down which card brand 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 **Review**. You will then be given the option of either editing the information just entered, or processing the payment. When you are ready to proceed, click **“Process Payment”** **(Note: a 2.5% service fee will be automatically added to the payment amount submitted. The total amount charged to your card can be viewed under the “Total Payment” field):**

The screenshot shows a payment review interface. At the top, there is a summary table:

Amount to Pay	+	Service Charge	=	Total Payment
\$ 50.00		\$ 1.25		\$ 51.25

The NKU logo is visible in the top right corner. Below this is a section titled "Select Your Payment Method" with tabs for "Existing E-Check", "New E-Check Account", and "Credit Card". A progress bar shows three steps: 1. Edit, 2. Review, and 3. Confirmation. A warning box states: "A 2.5% service charge will be applied to your credit/debit card upon payment completion." The "Credit Card Details" section includes:

- Card Holder Name: John Smith
- Credit Card Type: American Express
- Credit Card Number: 371449635398431
- Exp Date: 10 / 15
- CVV: 321

There is a link "Where do I find my CVV?" and a "Review" button. A "Close" button is at the bottom right.

Once the payment has been successfully submitted, you will receive the following confirmation:

The screenshot shows a "Credit Card Payment" confirmation window. At the top, a progress bar shows three steps: 1. Edit, 2. Review, and 3. Confirmation. The "Payment Confirmation:" section contains:

- Payment has been completed successfully.**
- A receipt has been emailed to your NKU email account.
- Confirmation number : \372870493

A "Close" button is located at the bottom center of the window.

At the same time you should also receive a confirmation email that will serve as your receipt for the payment just made. An email will simultaneously go out to your student informing them that a payment has been made on their account.