



Baldwin Wallace Bursar/Cashier's Office

How to Set up a Payment Plan in the BW Payment Portal

1. Go to www.bw.edu/pay
2. Click the link to the BW Payment Portal under the payment portal section.

PAYMENT PORTAL

Students, authorized users and BW employees can pay their bills online in the **payment portal**. See below for payment instructions for:

- **New students**
- **Current students and authorized users**
- **Alumni, former students and BW employees**
- **Other required payments**

Payment Portal

3. Log in using university log in credentials.
4. Go to "Payment Plans"

Payment Portal

[My Account](#) [My Profile](#) [Make Payment](#) **[Payment Plans](#)** [Deposits](#) [Refunds](#) [Help](#)

Announcement

Welcome to the Baldwin Wallace University Payment Portal!

Here you can:

- View your account activity
- Make payments
- Set up a payment plan
- Add authorized user access

Quick Pay

Select Option [Go!](#)

View Account:

Balance \$530.00

[View Activity](#) [Enroll in Payment Plan](#)

5. If there is a current-term balance due, and the charges are eligible, there will be the option to "Enroll Now." See the notes section at the end of this guide if you do not see the option to "Enroll Now."

Payment Plans

[Manage Plans](#)

[Plan History](#)



Please note: you may NOT yet be enrolled in a payment plan for the current term or your current term payment plan is now paid in full. There are active plans for which you may be eligible to enroll.

[Enroll Now](#)

6. Select the term.

Payment Plan Enrollment

Select

Schedule

Agreement

Select a term

Select Term

Select Term

Fall 2025

Select

If plans are available for multiple accounts, you must select both account and term.

7. Select the preferred payment plan option. BW offers a 4 or 5 month payment plan. Payments are due on the 1st of every month and will be processed automatically via autopay. Custom payment plans *cannot* be arranged, and payment due dates *cannot* be adjusted. There is a \$35 setup fee due at the time of plan enrollment.

7a. Please note that the \$20 Late Payment Fee is *not* assessed at the time of plan enrollment. It is listed here as a disclosure should a payment installment be made late.

Plan Name	Setup Fee	Installments	Late Payment Fee		Action
2025 FALL - 4 Payments	\$35.00	4	\$20.00	Details	Select
					OR
2025 FALL - 5 Payments	\$35.00	5	\$20.00	Details	Select

8. Review your plan selection, amount enrolled, installments, and due dates. You have the option to make a down payment at the time of enrollment. Any amount paid in the down payment will be deducted from the payment plan's installments. If adding a down payment, click "Update Schedule." Once finished reviewing, click "Continue."

2025 FALL - 5 Payments

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

2025 Fall 5-Payment Plan. Five monthly installments due the 1st of every month August - December

ALL INSTALLMENTS WILL BE AUTO-PAY and **scheduled to auto-withdraw on the due dates** from either a bank account or credit card. (**Note:** card transactions are subject to a 2.95% convenience fee)

Show More

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	20,193.00	
Other Charge/Credit	530.00	
Financial Aid		20,193.00
Balance:		530.00
Optional down payment 0.00		
Update Schedule		

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Installments	Due Date	Amount(\$)
Installment 1	8/1/25	106.00
Installment 2	9/1/25	106.00
Installment 3	10/1/25	106.00
Installment 4	11/1/25	106.00
Installment 5	12/1/25	106.00
Total of installments:		530.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	35.00
Total amount paid:			0.00
Total due now:			35.00

Back

Cancel

Continue

9. From the drop-down menu, select your preferred payment method. To pay with a card (debit or credit) please select "Domestic or International Card via PayPath." *Note that a 2.95% surcharge is assessed for all debit or credit card transactions.* The surcharge will be applied at the time installments are pulled. To pay with an ACH/electronic check via a domestic bank account, please select "Electronic Check (checking/savings)." There is NO FEE for electronic checks. Once your payment method is selected, click "Continue."

Payment Plan Enrollment

Select

Schedule

Payment

Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: \$35.00

* Indicates required information

Select Payment Method:*

Domestic or International Card via PayPath

Select Method

Domestic or International Card via PayPath

Other Payment Methods

Electronic Check (checking/savings)

*Card payments are handled through Pay

service fee will be added to your payment.

Back

Cancel

Continue

Electronic Check - Payments can be made from a personal checking or savings account.

10. Once your payment information has been entered, review the Payment Plan Agreement and scroll to the bottom of the pop-up. If acceptable, check the box for "I agree to the payment plan agreement" and click "Continue." You may also print the agreement, change your payment method, or cancel the agreement.

Payment Plan Agreement

scheduled.

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will **not** have to pay a penalty and you will **not** be entitled to a refund of part of the finance charge, however the payment plan processing fee is not refundable.

I, [REDACTED] understand that I have scheduled my 5 installment payments and these payments will automatically be processed on the due dates specified for each installment. [CONDITION_VIEW_RECALC_MSG_REALTIME_PLAN] I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments.[CONDITION_VIEW_RECALC_MSG_REALTIME_PLAN] I also agree to pay the payment plan setup fee of \$35.00, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a late fee of \$20.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Baldwin Wallace University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes(3) deny future enrollment in any payment plan, and (4) withhold diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$106.00 due on 8/1/25**

Installment 2 in the amount of **\$106.00 due on 9/1/25**

Installment 3 in the amount of **\$106.00 due on 10/1/25**

Installment 4 in the amount of **\$106.00 due on 11/1/25**

Installment 5 in the amount of **\$106.00 due on 12/1/25**

This agreement is dated 2025-07-31 16:23:53 EDT.

For fraud detection purposes, your internet address has been logged:
192.150.115.150 at 2025-07-31 16:23:53 EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact **cashier@bw.edu**.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ I agree to the payment plan agreement.
Scroll through the agreement and select the checkbox to continue.

Print AgreementChange Payment MethodCancelContinue

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

IMPORTANT THINGS TO NOTE and FAQ:

1. If you do not see the option to "Enroll Now" on the payment plan screen. You may:

- a.** not owe a current term balance
- b.** have a current term balance that is \$100 or less
- c.** owe a prior term balance that is blocking plan enrollment

In the payment portal, to check for a prior or current term balance, navigate to: "My Account" > "Account Activity." There, you should see a breakdown of all semesters and any balance due listed.

- d.** You can make a payment for a prior term balance by navigating to: "Make Payment" > "Pay By Term." Click the "Add" button next to any prior term balances and then checkout as normal. This will clear the hold overnight and allow for current-term plan enrollment.

2. Once enrolled in a payment plan, your balance will be considered current, and you *are not* beholden to the due date listed on your billing statement.

3. There is a \$35 Enrollment Fee due at the time of plan enrollment. This is a one-time fee per plan. The fee is paid once each semester that a student chooses to enroll in a payment plan. Students/users must re-enroll in a payment plan each semester they wish to use one. Students are not automatically re-enrolled each semester.

5. If you enroll in the plan after the initial due date, the \$35 Enrollment Fee and any "missed" installments will be due at the time of enrollment.

6. There will be no interest or finance charges applied to student balances that are enrolled in a payment plan.

7. Rejected/returned payments are subject to a \$30 NSF Fee (and removal from the plan if re-payment is not made within five business days). Students and authorized users are notified by email from the Cashier's Office and TouchNet (BW Payment Portal) when a payment has been rejected (or the payment attempt failed to process). A \$20 Late Payment Fee may be applied for late payments and holds may be assessed to the student account until the payment plan is made current.

8. If any additional charges or credits are posted to your student account after your initial payment plan is set up, your future payments will be adjusted automatically to reflect any changes to your balance due. You will receive an email at your BW email address when changes have been made to your installment amounts.

Need additional assistance? Contact us:

- cashier@bw.edu
- 440-826-2906
- First Floor, Bonds Administrative Building