University of Dallas
Payment Plan Instructions

The Student Account Services at the University of Dallas is pleased to offer a payment plan system. The payment plan allows any student at the university to pay for their semester charges over the course of several months instead of paying their account in full prior to the start of the semester. Both students and parents can use the payment plan to manage their account with the University of Dallas.

General Information

- Payment on the payment plan can be made using either a credit card (VISA, MasterCard, American Express, or Discover) or by electronic check.
- All credit card payments for tuition, fees and room/board are subject to a 2.75% convenience fee. We accept cash and checks in the Business Office. All credit card payments must be made online through CASHNet or at our payment kiosk outside the Business Office.
- Installment payments are due on the fifteenth of each month.
- The amount due for each payment will be automatically adjusted if a change occurs on the account. Because the payment plan locks in on the seventh of each month, changes made between the seventh and fifteenth will be reflected in the next payment.
- An email notification will automatically be sent seven days before the due date of your next installment payment and each time a payment is made.
- The payment plan enrollment fee is $60.00 per semester.
- Previous balances are not included in the budget amount and must be paid before setting up a payment plan for the current term.
- Each semester you must re-enroll online for the payment plan and auto payments.
- Payments not received by midnight of the due date will be assessed a $60.00 late fee.

Student Instructions for Enrolling in a Payment Plan

1. Log into Banner Web.
2. Next, click on “Manage Your Account via CASHNet Payment Service.” This link will take you to the University of Dallas CASHNet online payment website.
3. Once inside CASHNet, locate the section of the web page that is titled Installment Payment Plans.
4. Select the preferred payment plan. Clicking on the link will take you to a page which will list your balance and any financial aid that is coming in for the semester.
5. Confirm that the information listed on the payment plan summary page is correct, then follow the prompts to sign up for the installment payment plan.

Parent Instructions for Enrollment in a Payment Plan

Remember that the student must set up the login ID and password for the parent or guardian. For instructions on how to set up a parent PIN, go to: http://www.udallas.edu/offices/sas/parentinfo.html.

1. Go to the University’s main website: http://udallas.edu/ Scroll over to the Parents & Families tab. In the drop down menu that appears, click on the green “CASHNet” link. This will take you to the CASHNet login page.
2. Use the login ID and password that your student created to enter the system.
3. Once inside CASHNet, locate the section of the web Page that is titled Installment Payment Plans.
4. Select the preferred payment plan. Clicking on the link will take you to a page which will list your balance and any financial aid that is coming in for the semester.
5. Confirm that the information listed on the payment plan summary page is correct, then follow the prompts to sign up for the plan.