

Instructions for payment by credit card

Students wishing to pay by credit card may log into <u>In-Bar</u> on the payment due date and issue an online payment.

The amount due is updated on <u>In-Bar</u> > Tuition > "Credit card payment" about two weeks prior to payment due date in accordance with the payment schedule shown below.

The summary of the current student account status is visible on In-Bar, as follows:

For immediate payment:

This indicates the amount due on the upcoming payment due date as per the payment schedule shown below.

Overall payment balance:

This indicates the outstanding tuition balance for the year, including payments whose due dates have not yet passed. This balance includes the amount for immediate payment – if it has not yet been paid.

How to execute payment:

1. Enter In-Bar – Personal information

To switch to English, select EN at the bottom of the login screen or at the top left on any In-Bar screen

- 2. Select Tuition in the menu on the left
- 3. Select Account balance to view charge details
- 4. Select Pay by credit card OR select Credit card payment in the menu on the left
- 5. Read and confirm the agreement
- 6. Select the corresponding academic year
- 7. Select the number of desired payments regular or installments Payment in installments is possible via credit only (between 3 and 18 installments), as per the conditions of the credit card issuer
- 8. Select Confirm payment

Handling fees:

Updated on the tuition website

^{*}A sample screenshot is shown below



Payment due dates for the academic year:

Payment #:	Due date:	Payment amount:
Advance		payment is made prior to course registration and covers mandatory fees
Second payment	Nov. 15	accumulates to 40% of (annual tuition + English)
3rd payment	Dec. 15	accumulates to 55% of (annual tuition + English)
4th payment	Feb. 15	accumulates to 70% of (annual tuition + English)
5th payment	Mar. 15	accumulates to 85% of (annual tuition + English)
6th payment	Apr. 15	accumulates to 100% of (annual tuition + English)

Sample screenshot

How to make a payment:

