



ePayment has a Mobile Friendly design! Use this to help you navigate your Spring 2024 payment options for your account.

## PAYMENT INFO & STATEMENT FOR Spring 2024

For your convenience, if you are unable to pay in full, we offer payment plan options. Payment plans for Spring 2024 can be set up online through ePayment. (FINANCE/ ePAYMENT Tab)  
Your payment should be received, or your payment plan should be in place by the first day of class.

Statements are published to self-service on the 1<sup>st</sup> day of each month during the semester.

**Log in to Self-Service (<https://selfservice.sckans.edu>) or ePayment (<https://commerce.cashnet.com/sckanspay>)**

### **To pay in full:**

Select the 'Make a Payment' menu on the left side of the ePayment screen or the button in the bottom right corner of the 'Overview' ePayment screen. Type in 'How Much you would like to Pay' in the payment amount affiliated with the Year/Term or make changes to the available items as necessary to complete checkout.

### **To set up a payment plan:**

In the 'Payment Plans' menu on the left side of ePayment, select 'View Payment Plan Options'. Available Options to choose from will display as a pop out on the right side of ePayment screen. Follow prompts to complete the setup.

**Installment Plans must be set up each semester and do not continue into Spring 2024!** You will need to renew your plan from Fall 2023.

**The following Spring 2024 monthly payment dates are available on ePayment to choose up to 5 installment payments:**

	<u>Option 1 -10<sup>th</sup></u>	<u>Option 2-15th</u>	<u>Option 3 – End of Month</u>
<b>Installment 1:</b>	<b>January 10, 2024</b>	<b>January 15, 2024</b>	<b>December 31, 2023</b>
<b>Installment 2:</b>	<b>February 10, 2024</b>	<b>February 15, 2024</b>	<b>January 31, 2024</b>
<b>Installment 3:</b>	<b>March 10, 2024</b>	<b>March 15, 2024</b>	<b>February 29, 2024</b>
<b>Installment 4:</b>	<b>April 10, 2024</b>	<b>April 15, 2024</b>	<b>March 31, 2024</b>
<b>Installment 5:</b>	<b>May 10, 2024</b>	<b>May 15, 2024</b>	<b>April 30, 2024</b>

### **To order textbooks: ([www.sckans.edu/student-services/bookstore](http://www.sckans.edu/student-services/bookstore))**

BNC vouchers will be available to students approximately four weeks before courses begin. You should receive your voucher for textbooks via email once you are enrolled fulltime. This voucher will allow you to charge books to your SC student account and use financial aid to cover the cost or be included into a payment plan. If the charges create a balance on your account, it will be your responsibility for payment. BNC is offering free shipping with a \$99 minimum purchase on your books.

### **Authorized Payers:**

A student may create an Authorized Payer in the 'My Account Tab' of ePayment to allow parents, guardians, spouse and other authorized users to access his/her ePayment account information. An Authorized Payer must be created by the student by sending a Payer Invitation before it can be used to make payments, set up payment plans or receive notifications about payment plans due dates or annual tax forms.

### **eRefund/Direct Deposit Refund:**

By enrolling in eRefund, you will receive any credit balance payments several days before receiving your paper check in the mail. In the ePayment screen, go to the 'My Account Tab'. Under the section 'Direct Deposit Refunds' select the 'Sign Up link'. Follow the prompts to have your refunds electronically deposited to the account you choose. You can also resume paper check delivery at any time.

### **SMS Notifications:**

To receive SMS notifications, you can enter your mobile phone number. This service will enable you to receive any text notifications on your mobile device. In the ePayment screen, go to the 'My Account Tab'. Under the section 'SMS Notifications' select the 'Sign Up link'. Follow the prompts to input and validate your mobile number. You will be able to choose or opt out of SMS notification preferences.

### **Annual 1098T Tax Forms- Sign up for Paperless Delivery:**

In January, SC will provide you with a 1098T form to assist you with claiming educational tax credits when filing your federal income taxes. Individuals who sign up for electronic paperless delivery through ePayment now will be able to access the form more quickly than waiting for a paper form to be mailed. Paperless delivery also helps prevent forms from being misplaced or delayed and is environmentally friendly!

**If you have questions about your student account, please contact Student Accounts at:**

**620-229-6318 or 620-229-6251 or [accounts@sckans.edu](mailto:accounts@sckans.edu)**

**More information can be found online [www.sckans.edu/student-services/student-accounts/](http://www.sckans.edu/student-services/student-accounts/)**