

## Simple Online Enrollment Steps for Students & Authorized Users\*



\*We can only discuss account information with the student and those they establish as Authorized Users in PittPAY.

If you want to participate in our optional payment plan, log into PittPAY at [upj.pitt.edu/pittpay](http://upj.pitt.edu/pittpay) and select the Payment Plan tab. Choose your plan and follow the instructions.

### Cost to Participate:

- \$45 non-refundable enrollment fee per plan is paid during sign-up.
- \$25 fee applies to returned checks.

### Payment Methods:

- Credit or Debit Card - A non-refundable service fee applies to each payment made by credit/debit card.
- eCheck - An electronic check processed online has no additional fee.

### Managing Your Payment Plan

- Monthly installments are processed by auto pay on the 5th of each month. Email reminders will be sent before each payment.
- Since you can start a plan before the charges are posted to the student account, a calculator will help you estimate your installments in the early months. Once charges are posted, the plan will rebalance periodically to make sure the remaining installments are enough to pay off your account when the last payment processes. An email is sent any time there is an adjustment, so be sure to review your account when you receive emails.

### Pitt Johnstown Business Office

UPJBills@pitt.edu   [upj.pitt.edu/BusinessOffice](http://upj.pitt.edu/BusinessOffice)   814-269-7040

## 2024 - 2025 Optional Payment Plans

Enrollment begins April 8, 2024! Log into PittPAY at [upj.pitt.edu/pittpay](http://upj.pitt.edu/pittpay)

### Fall 2024 Plan—\$45 Enrollment Fee

Enroll By	Number of Installments	Auto Payments Processed on 5th of:
May 4, 2024	6	May - October
June 4, 2024	5	June - October
July 4, 2024	4	July - October
August 4, 2024	3	August - October

### Spring 2025 Plan—\$45 Enrollment Fee

Enroll By	Number of Installments	Auto Payments Processed on 5th of:
November 4, 2024	6	November - April
December 4, 2024	5	December - April
January 4, 2025	4	January - April
February 4, 2025	3	February - April