

Tuition Payment Options

MyACE Portal

1. Sign in to [MyACE Portal](#).

Use the 'Forgot Username/Password' prompt if you don't remember your login credentials. Enter the email address you provided when you applied to admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.

2. Select **My Finances** and then select **Make Payment Online** (Figure 1).

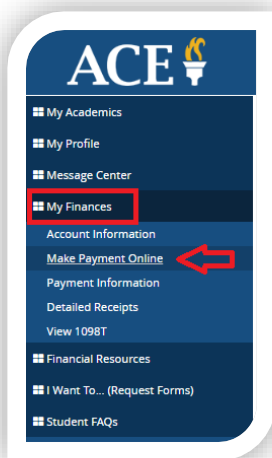


Figure 1

2. Select the **Enrollment** (Figure 2) for your payment using the term drop-down list. Pay attention to the balance due for the selected enrollment.

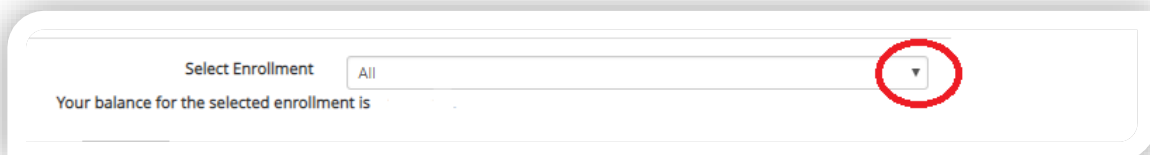


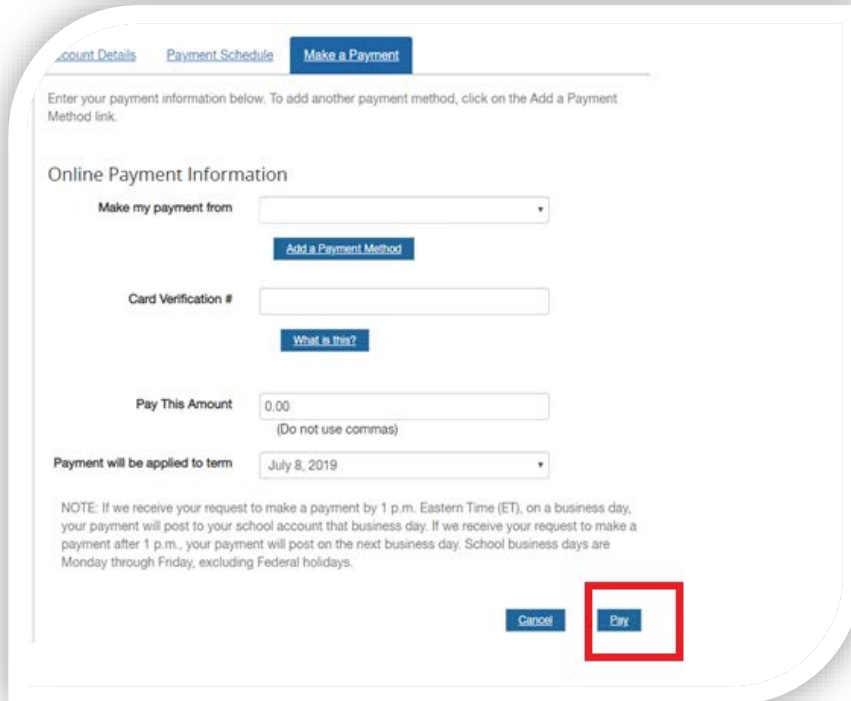
Figure 2

4. Review the **General Refund Policy**, select the check-box to acknowledge the terms of the refund policy, and then select **Continue**.

5. Select **Make My Payment From** (Figure 3) and use the credit or debit card that is currently listed in the drop-down list or select **Add a Payment Method** to enter a new credit or debit card.

Enter the **Card Verification Number** for your credit or debit card.

Next, locate **Pay This Amount** and enter the payment amount (do not use commas) for the selected enrollment. Locate **Payment Will Be Applied to Term** and select the term to apply your payment to and click **PAY**.



The screenshot shows a web form titled "Make a Payment" with three tabs: "Account Details", "Payment Schedule", and "Make a Payment". Below the tabs is a heading "Online Payment Information" and a sub-heading "Enter your payment information below. To add another payment method, click on the Add a Payment Method link." The form contains the following fields and buttons:

- "Make my payment from" dropdown menu with an "Add a Payment Method" button below it.
- "Card Verification #" text input field with a "What is this?" button below it.
- "Pay This Amount" text input field containing "0.00" and the instruction "(Do not use commas)".
- "Payment will be applied to term" dropdown menu showing "July 8, 2019".
- A "NOTE" section at the bottom: "NOTE: If we receive your request to make a payment by 1 p.m. Eastern Time (ET), on a business day, your payment will post to your school account that business day. If we receive your request to make a payment after 1 p.m., your payment will post on the next business day. School business days are Monday through Friday, excluding Federal holidays."
- "Cancel" and "Pay" buttons at the bottom right, with the "Pay" button highlighted by a red square.

Figure 3

6. **Confirm Payment Information** (Figure 4). Confirm the selected term, and the payment information, and then click **Confirm Payment**.

Do not click Refresh on the next paid to avoid duplicate charges on your account. If the payment has been applied successfully, it will appear as Applied.

You will see a payment confirmation number which confirms your payment was submitted successfully.

NOTE: *Contact your credit card or debit provider if your payment could not be processed because your payment method did not authenticate.*

If you need additional support, contact Student Services at 1-800-280-0307 Option 1.

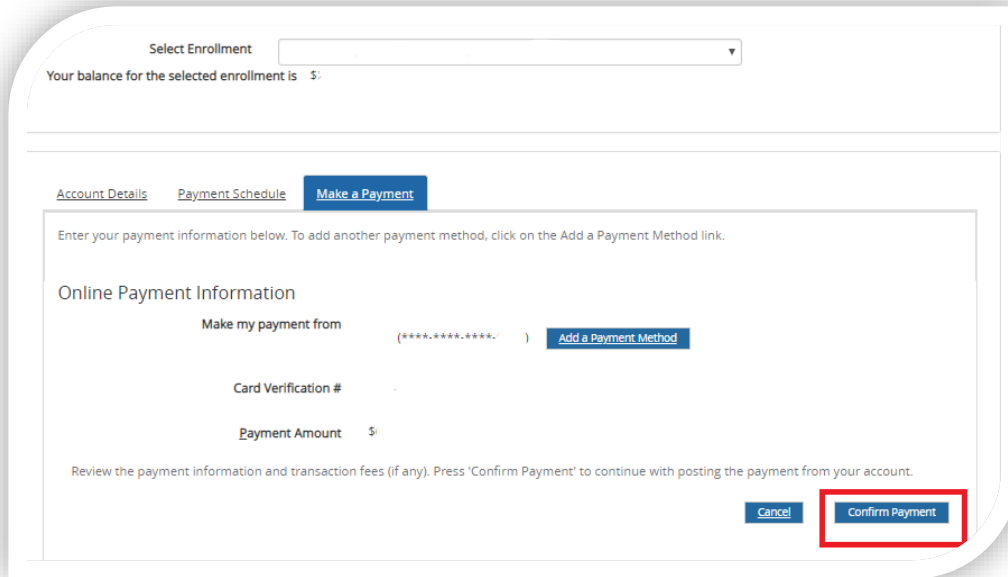


Figure 4

[ACE Mobile App](#)

To download the free app, visit your mobile app store and search for 'American College of Education'.

1. Sign in to the ACE mobile app.

You will log into to the ACE Mobile App using your MyACE username and password. Use the 'Forgot Username/Password' prompt if you don't remember your login credentials. Enter the email address you provided when you applied to admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.

2. Click the **Menu Bar** (Figure 5).

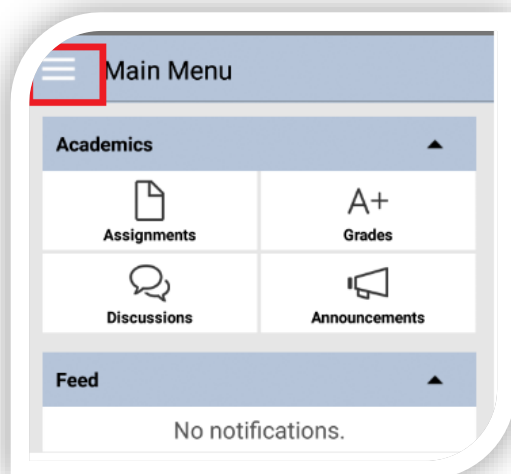


Figure 5

3. Select **Student Accounts** (Figure 6), locate the term for your payment, and then click the drop-down arrow.

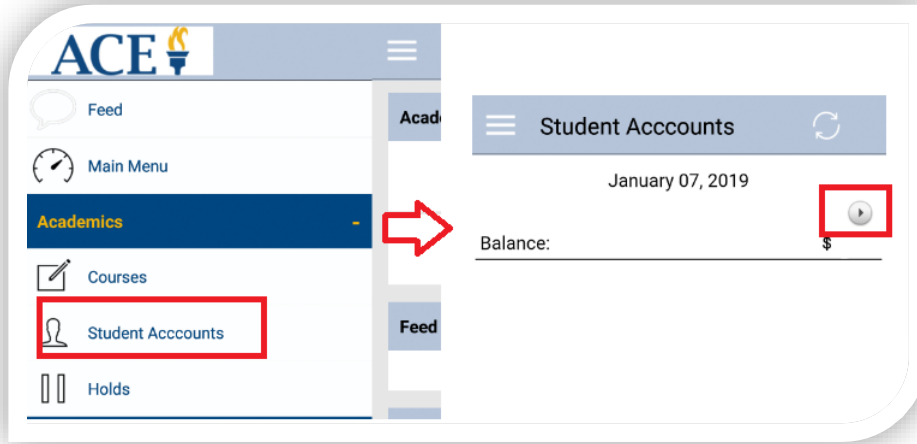


Figure 6

4. Review the charges (Figure 7) shown for the term to apply your payment to and click **PAY**.

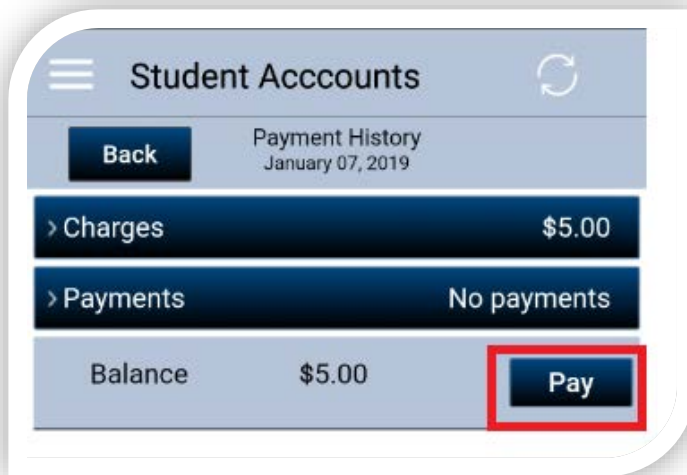


Figure 7

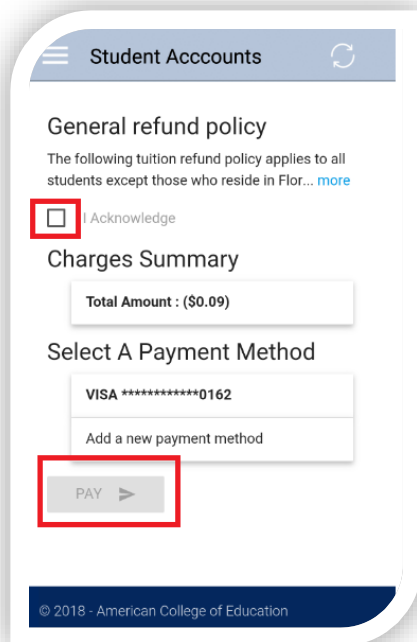
5. Review the **General Refund Policy** (Figure 8) and select the check-box to acknowledge the terms of the refund policy.

Select a Payment Method. Use the credit or debit card that is currently listed or select *Add a New Payment Method* to enter a new credit or debit card.

Click **PAY**. You will see a payment confirmation number which confirms your payment was submitted successfully.

NOTE: *Contact your credit card or debit provider if your payment could not be processed because your payment method did not authenticate.*

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The screenshot displays a mobile application interface for 'Student Accounts'. At the top, there is a header with a menu icon, the text 'Student Accounts', and a refresh icon. Below the header, the section 'General refund policy' is shown, with a sub-header and a paragraph of text followed by a 'more' link. A red box highlights an unchecked checkbox labeled 'Acknowledge'. Underneath, the 'Charges Summary' section shows a 'Total Amount : (\$0.09)'. The 'Select A Payment Method' section lists 'VISA *****0162' and an option to 'Add a new payment method'. A red box highlights a 'PAY >' button. At the bottom, a footer contains the text '© 2018 - American College of Education'.

Figure 8

By Phone

To pay by phone, call Student Services at 1-800-280-0307 Option 1 - Monday to Friday, 8 am – 9 pm EST

NOTE: Payments processed over the phone will be assessed a **\$25 payment processing fee** that will be applied at the time of payment. The additional payment processing fee will not be applied if the College's web-based payment portal access is unavailable.