MTSU Confirmation & Fee Payment Process

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MTSU Confirmation & Fee Payment Process

Step 1:

1. Go to http://www.mtsu.edu
2. Choose the “PipelineMT” link (at the top of the page).
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Step 2:
1. Login into Pipeline MT: with your MTSU Username and Password
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Step 3:
1. Once you login, click on the “RaiderNet” tab.
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Step 4:

1. Select the “Student” Tab.
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Step 5:
1. Under the Student Tab, click “Student Account”.

![Image](image_url)
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Step 6:

1. Choose “Confirm Enrollment/Registration Payment/Account Detail for Term”.

![Image showing the MTSU online payment process](image-url)
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Step 7:
1. Select Term.  2. Click Submit
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Step 8:
1. Click “Yes, I will attend during (term)”.

![Image of MTSU confirmation and fee payment process](image-url)
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Step 9:

1. If you receive a confirmation number, then you have confirmed your enrollment for the semester.

2. WRITE DOWN YOUR CONFIRMATION NUMBER!

3. If you do not receive a confirmation number, GO TO STEP 10.
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Step 10:

1. If you do not get a confirmation number, you have a balance due and you either need to pay or contact the Business Office to make sure your financial guarantee has been received.

2. Click “Continue”.
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Step 11:

1. To pay tuition in full click on “Make a Payment:.
2. To pay on the deferred payment plan GO TO STEP 18.
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Step 12:

1. Click “Pay”.
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Step 13:

1. Choose a Payment Method.
2. To pay with a credit/debit card choose “Credit Card”.
3. Then click “Go”.

![Payment Method Selection Screen]
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Step 14:

1. Enter in credit card information.
2. Click “Continue”.
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Step 15:

1. Verify your information is correct.
2. Click “Continue”.
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Step 16:

1. Verify your information is correct.
2. Click “Submit Payment”.

![MTSU Confirmation & Fee Payment Process](image-url)
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Step 17:

1. Please print this receipt for your records.
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Step 18:

TO SIGN UP FOR THE DEFERRED PAYMENT PLAN
1. Click “Enroll in a Payment Plan”.

![Payment Plan Enroll Button](image)
Step 19:

1. Click “View Plan”.
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Step 20:

1. Please review the terms of the Deferred Payment Plan.
2. Click “Continue”.

![Image of Deferred Payment Plan details]

- Copy of Spring 2011 Deferred Payment Plan:
  - 50% down payment due at time of sign up, 20% due by February 28 and 28% due by March 31. Do NOT continue if you are not prepared to pay. If you ask “yes,” I want you to pay the two installments yourself.
  - View full description
- Copy of Spring 2011 Deferred Payment Plan Details:
  - Terms: Spring Term 2011
  - Previous Balance Term(s): Spring Term 2010
  - Enrollment Deadline: 8/31/2011
  - Scheduled Payments: Optional
  - Setup Fees: $900.00
  - Minimum Down Payment: 50.00%
  - Number of Payments: 3
  - Payment Frequency: Fixed Dates
  - Late Payment Fees: $25.00

- Cancel, Continue
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Step 21:
1. Please review the terms of the Deferred Payment Plan.
2. Click “Continue”.

![Payment Plan Review Screen](image.png)
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Step 22:

1. Please review the terms of the Deferred Payment Plan.
2. Click “Yes, I want to set up my payments” OR “No, I don’t want to set up payments”. If selected “Yes, I want to set up my payments”, then the next two installments will automatically be taken from the chosen payment method.
   - If selected “No, I don’t want to set up payments”, then you will be required to log in by the next payment deadlines to pay the next installments.
3. Click “Continue”.
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Step 23:

1. Select Payment Method.
2. To pay with credit/debit card please choose “Credit Card”.
3. Click “Continue”.

[Image of the payment process interface]
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Step 24:

1. Select Payment Method.
2. To pay with credit/debit card please choose “Credit Card”.
3. Click “Continue”.

![Image of payment method selection](image_url)
Step 25:
1. Please review the terms of the Deferred Payment Plan.
2. Click “I agree”.
3. Click “Continue”. 
Step 26:

1. Your payment has been processed. Please print this receipt for your records.