

Student Account Access & Making Payments in *myAntioch*



Not only do you register online in *myAntioch*, you can also make a tuition payment, review your account activity and financial aid award letter, check your current registration, watch for account holds, verify your address and more. *myAntioch* is available 24/7, so you can check on things when it's convenient for you.

This information is intended only to help you understand how to access your student account activity and make tuition payments. Access to *myAntioch* is through the web at my.antioch.edu or through the login link at the bottom of www.antiochseattle.edu.

How to Make Payments and View Student Account Activity in *myAntioch*

- Log in at my.antioch.edu or through the link at the bottom of www.antiochseattle.edu
- Click on **Students Menu**. All menu items referenced below are under Financial Profile.
- **To view activity on your student account**, click on Student Account Summary. This page will show the current overall balance on your account. If the amount appears in the negative, your account has a credit balance. For a statement of the activity on your account, enter in the fields provided a date range that covers the period of time you wish to see. Once your statement appears, you can print it if needed.
- **To make a payment on your student account**, select the appropriate payment link from the **Students Menu**. Click Pay on My Account to make a payment without using a payment plan. To make a payment towards a previously-arranged payment plan*, click Pay on My Payment Plan.
- Follow the simple directions to select your payment type and enter your bank card or e-check information.
- After completing your online payment, you will see the credit on your student account immediately. A payment acknowledgement will be sent to your Antioch email inbox that you can save or print as a receipt.
- **To verify your payment**, return to the Student Account Summary. The balance shown will be less by the amount you just paid. To see details, follow the instructions above for viewing activity on your student account.

Payment Options – Antioch accepts American Express, Discover, MasterCard and VISA cards.

You can also pay by e-check, the electronic way to pay directly from your checking account without using a debit card or writing a check. *An e-check dishonored by your bank for any reason is subject to a returned check fee. A late payment fee also will be charged if the return occurs after the tuition payment due date.*

You can still pay your tuition by check, cash or credit card in person at the Student Accounts Office, by phone (206) 268 4009, or by mail to Antioch University Seattle, Attn Student Accounts Office, 2326 6th Ave, Seattle WA 98121.

Tuition Payment Dates Plug these dates into your calendar! Payments may be made on the next business day without penalty if the date falls on a weekend or holiday. Late payments are subject to late payment fees. Antioch reserves the right to cancel registrations for non-payment.

Tuition Payment Schedule	Summer Qtr	Fall Qtr	Winter Qtr	Spring Qtr
Payment Due Date	July 1	Oct 1	Jan 1	Apr 1
Payment Plan	July 1	Oct 1	Jan 1	Apr 1
Payment Schedule*	Aug 1	Nov 1	Feb 1	May 1
	Sept 1	Dec 1	Mar 1	June 1

*An approved Payment Plan Agreement must be on file with the Student Accounts Office prior to making payment plan payments.

For more information, stop by or contact the Student Accounts Office at studentaccounts@antiochseattle.edu or (206) 268-4009.