

HOW TO PAY YOUR ACCOUNT BALANCE



ALAMO COLLEGES DISTRICT
San Antonio College

PAYING TUITION IN FULL

1. Log into **ACES**
2. Click on the **My Page Tab**
3. Locate the **My Bill Section**
4. Click on **Pay My Bill**
5. Click on **Virtual Business Office** (Online Payments)
6. Select **Make a Payment**
7. Select **the Term**
8. **Continue**
9. Select a **Payment Method**
10. **Continue**
11. Submit **Payment**

PAYING IN FULL OR SETTING UP A PAYMENT PLAN?

All CREDIT CARD and CHECK transactions **MUST** be made online through your **ACES** account.

****IMPORTANT INFORMATION:**
MAKING PARTIAL PAYMENTS WILL NOT SECURE YOUR CLASSES. YOU MUST ELECTRONICALLY AGREE TO THE TERMS OF THE CONTRACT AND YOUR 1ST PAYMENT IS REQUIRED TO BE ON THE PAYMENT PLAN.

PAYMENT PLAN

1. Log into **ACES**
2. Click on the **My Page Tab**
3. Locate the **My Bill Section**
4. Click on **Pay My Bill**
5. Click on **Virtual Business Office** (Online Payments)
6. Click on **Header Payment Plans**
7. Click on **Enroll Now**
8. Select the **Term** for which you are enrolling
9. Select **Payment Plan**
 - a. **Payment Plan 1**
This plan is available for 16 week, Start II and Flex I courses.
 - b. **Payment Plan 2**
This plan is available for the Flex II **ONLY**.
 - c. **Financial Aid Payment Plan**
This plan is available for financial aid students with remaining balances **AFTER** financial aid funds have been disbursed onto their student account.
10. Set Up Auto Payments
11. Select **YES or NO**
12. Continue
13. Select a **Payment Method**
14. Continue
15. Agree to Terms
16. Print Agreement
17. Continue to Finalize