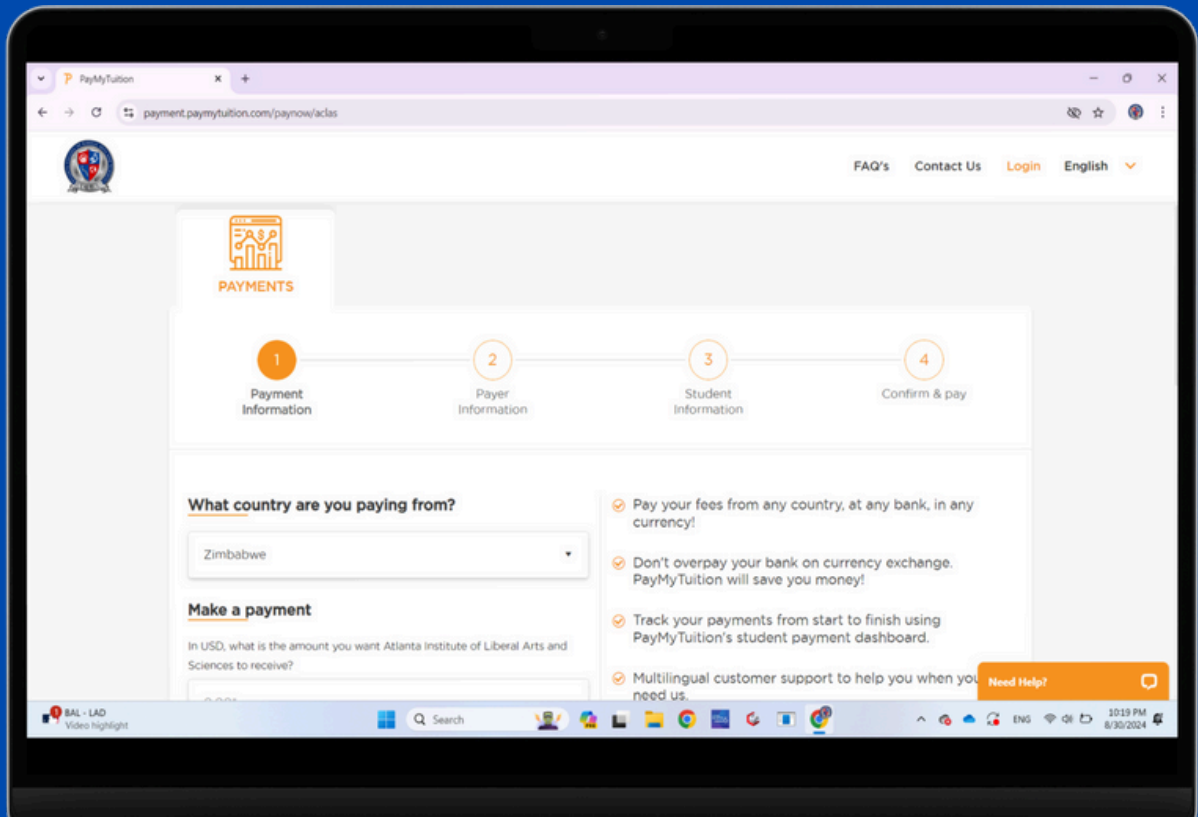




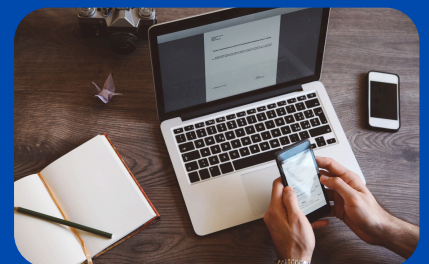
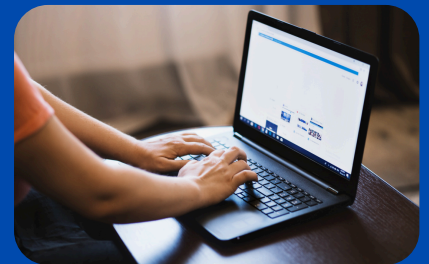
Payment Guide



<https://aclas.college>

How it works

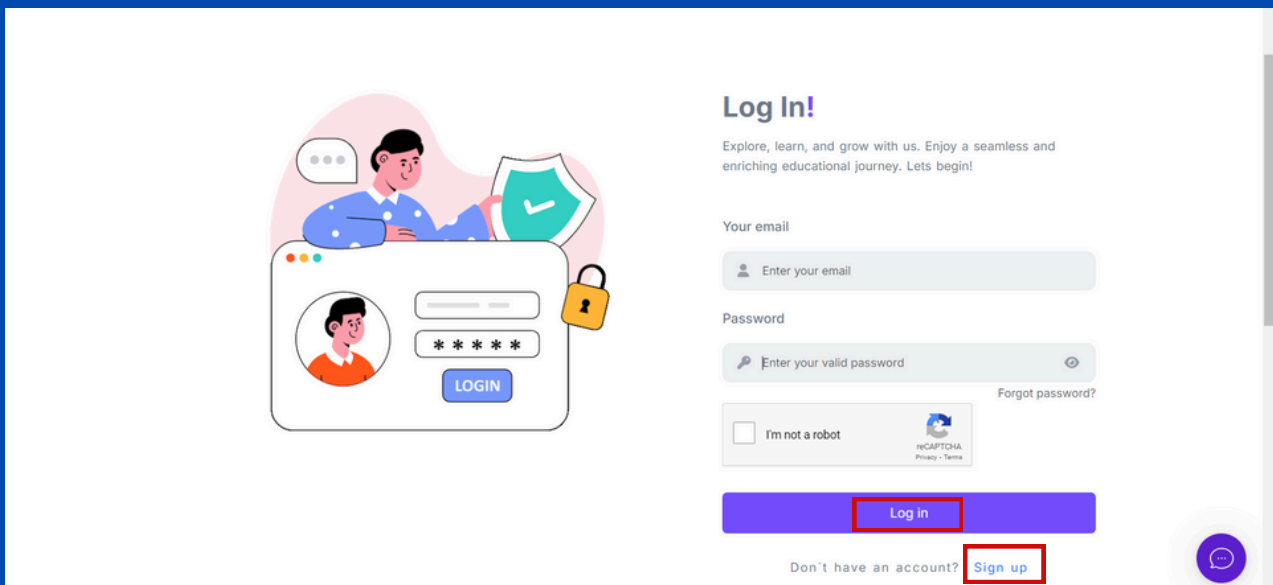
- 1. Go to the education portal, and sign in with your account.**
- 2. Complete the information and upload verification documents included identification and invoice.**
- 3. Submit and confirm the payment.**
- 4. You will receive an email from PayMyTuition, stating the process of your payment if it is successful**



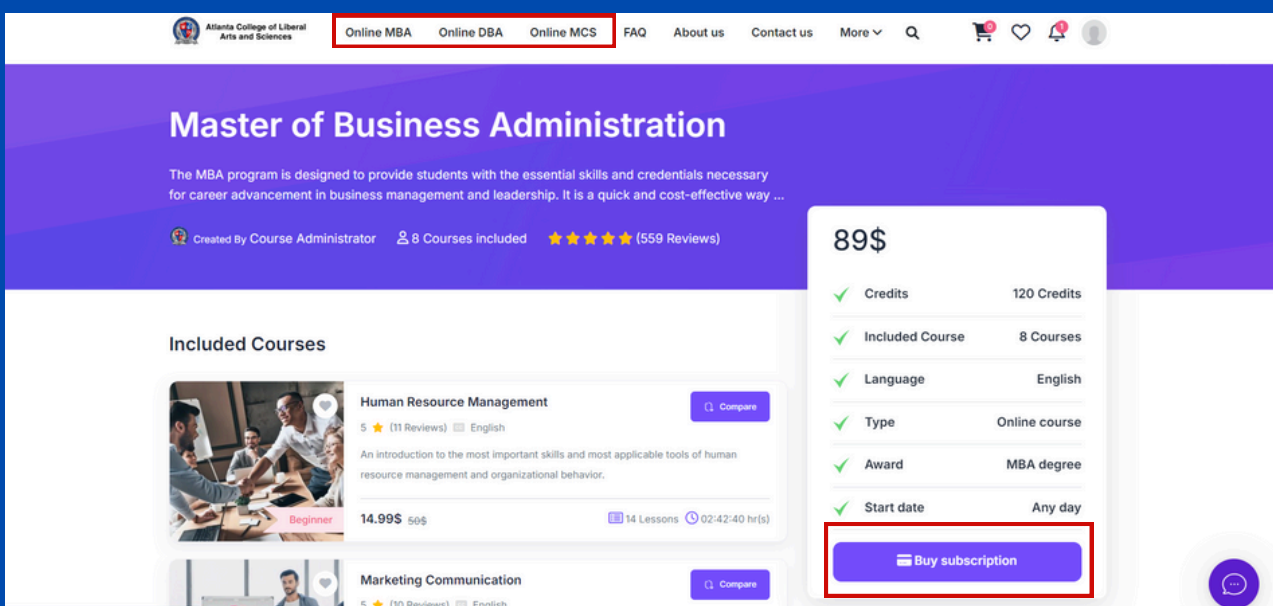
Guide

Step 1:

Visit ACLAS official website, sign in to your account that you are registered with. If not, click sign up to register your student account.



Select the course you want to study, click “Buy subscription”



Step 2:

Select your country, and payment option. If you want to make full payment, select “one time payment”

The screenshot shows a payment selection interface. At the top right, a box displays "Subtotal 89\$". Below this, there are three main sections:

- Select your country:** A dropdown menu is set to "Singapore".
- Select payment option:** Two buttons are shown: "One time payment" (highlighted with a red box) and "Installment options".
- Select payment method:** Two options are presented: "Paymytuition POWERED BY MTFX" (highlighted with a green box and a red seal) and "PayPal".

At the bottom right, a box displays "Order total 89\$". Below this, a large orange button with a white "P" icon and the text "Pay now with PayMyTuition" is highlighted with a red box. A small blue link below the button reads "Check Paymytuition guide first".

If you would like to select installment options, please note that there will be a **\$2 internal processing fee** due to the transaction progress.

However, there will not include any processing fee if you select one time payment.

The screenshot shows a payment selection interface. At the top, 'Select your country' is set to 'Zambia'. Below that, 'Select payment option' has two buttons: 'One time payment' and 'Installment options'. A box titled 'MBA installment plan A' contains the following details: 'Processing fee: 2\$ / installment', '4 installments:', a list of payments (1. 10\$ + 2\$ = 12\$, 2. 20\$ + 2\$ = 22\$, 3. 20\$ + 2\$ = 22\$, 4. 39\$ + 2\$ = 41\$), 'Total fee 8\$', and 'Total financed 97\$'. Below this, a summary shows '2 Installment payment' for 'MBA installment plan A' with a total of '10\$' and a '- installment processing fee' of '2\$'. At the bottom, 'Select payment method' shows 'Paymytuition' (powered by MIFX) and 'PayPal' as options.

Select the desired Installment plan, and make the payment.

This screenshot shows the 'Select payment method' section. It features two buttons: 'Paymytuition' (powered by MIFX) and 'PayPal'. The 'Paymytuition' button is highlighted with a green checkmark and a red seal. Below the buttons, a red box highlights a button labeled '1st installment' with '12\$' next to it. At the bottom, there is an orange button with a 'P' icon and the text 'Pay now with PayMyTuition', and a checkbox labeled 'Check Paymytuition guide first'.

Do note that please follow the amount that the system shows to complete the payment.

Extra Note:



When you select PayMyTuition as your payment method, and click “Place Order,” you will be able to see the instructions and documents to be downloaded. Please read and download the documents needed before making the payment.

Subtotal 199\$

Select your country



Select payment option

Select payment method


 

Order total 199\$

Select payment method

Order total 199\$



Make sure you have prepared all these information to upload in the PayMyTuition portal later, you may download documents above.

- Admission letter: [Download](#)
- Student identification: [Download](#)
- School invoice: [Download](#)

To start your payment,

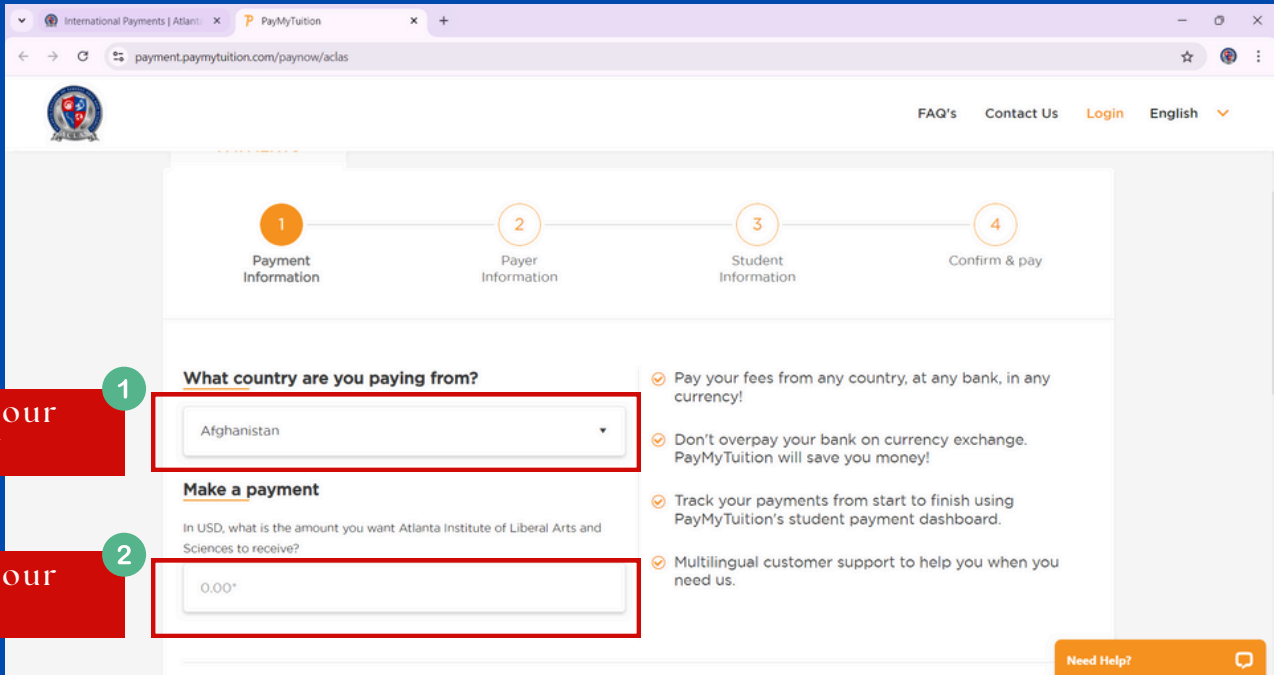
Step 1: Download the payment guide [here](#).

Step 2: Fill in the requested information from PayMyTuition (Please ensure the information such as name, ID, email address is correct, or it may cause a delay or rejection of transaction later).

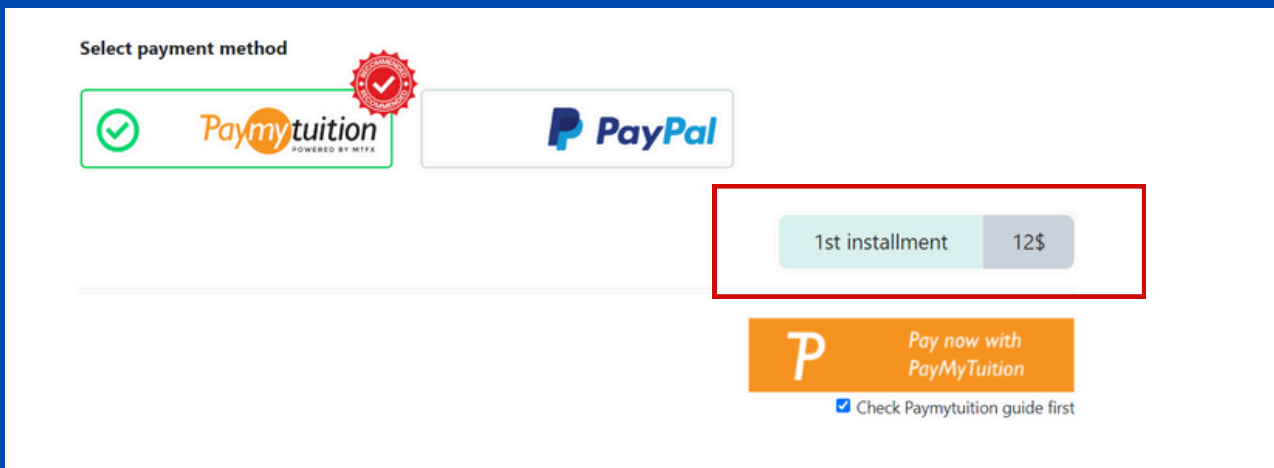
Step 3:

After you click “Pay now with PayMyTuition” to start the payment,

1. Select your country
2. Select your amount you would like to pay

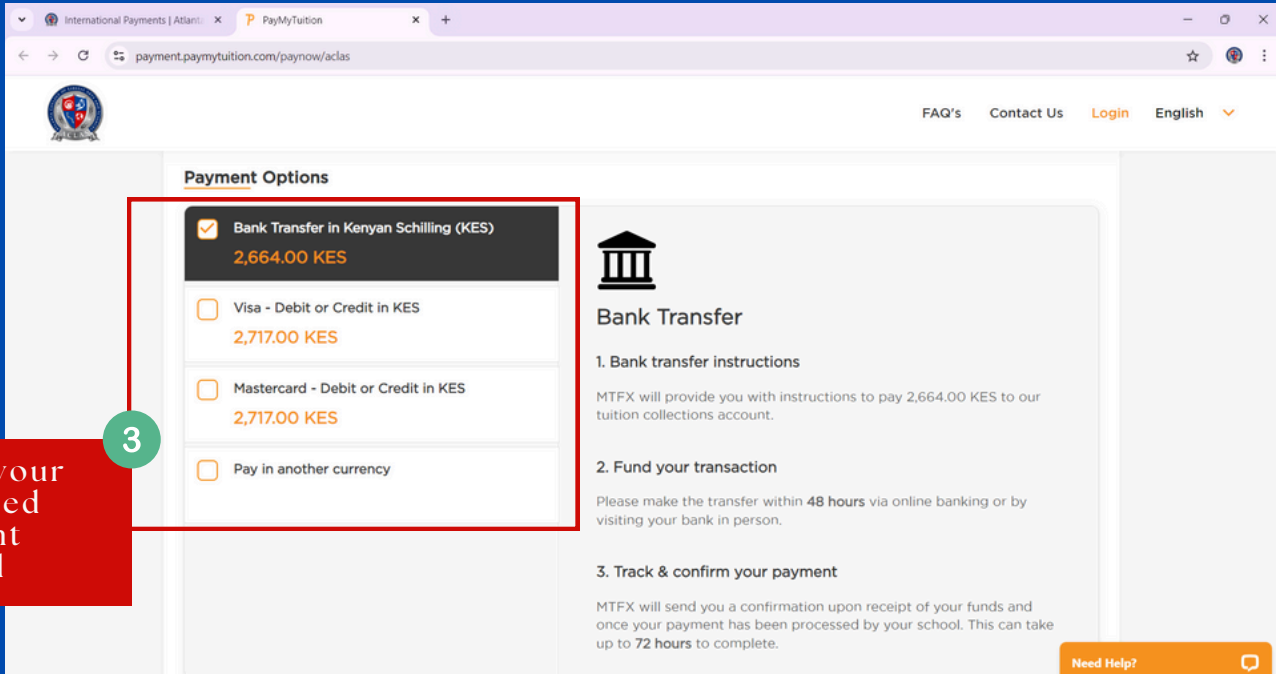


For students who pay in installments, please kindly follow what the system shows while you click payment option. Example, pay a total payment of \$12



Step 4:

After you select the amount, swipe down and select your preferred payment options.

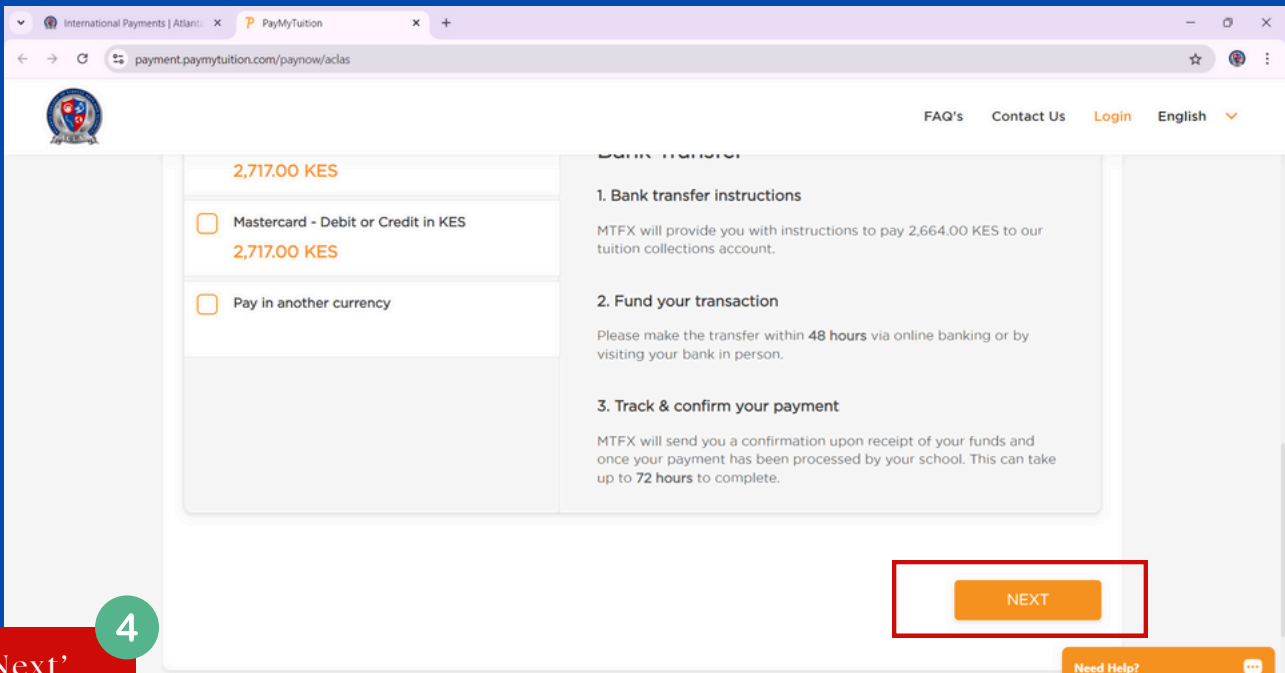


Select your preferred payment method



Note: The use of credit cards and e-wallets will include convenience fees to your quote. These fees are charged by the payment processor for the use of these payment options. We may have the rights to require full payment.

For some countries which only have the option of **Bank Transfer in USD**, kindly note that there will have a **\$30 USD charge for the cross-payment transaction by bank.**



Click 'Next'

Step 5:

After you click 'Next', you will need to fill in the payer information.

5
Fill in the email address and select the option

Swipe down and fill in all the information required, please ensure all the details are correct.

6
Fill in all your information

Step 6

After you click 'Next', you will need to fill in the payer information.

International Payments | Atlanti x PayMyTuition x +
payment.paymytuition.com/paynow/aclass

FAQ's Contact Us Login English

Identification of Student

Identification type
Passport

Expiration date
Expiration date*

Identification number
Your passport number if you select 'passport'

Please upload student identification

Drag and drop files here to upload
Only JPG, JPEG, PNG and PDF files can be uploaded.
BROWSE

Additional information
School invoice or acceptance letter Student ID

7 Fill in your identification and upload your identification

8 Upload your identification document followed by your selection (e.g.: passport/ drivers license/ government issued photo ID)

Note: There are three identification type, ensure all the information, and uploaded document are correct

Identification of Student

Identification type

Passport

Passport

Drivers License

Other Government Issued Photo ID

Swipe down and upload additional information

The screenshot shows the PayMyTuition website interface. At the top, there are navigation links for 'FAQ's', 'Contact Us', 'Login', and 'English'. Below this is a 'PDF' icon. The main section is titled 'Additional Information' and contains two upload boxes. The first box is for 'School invoice or acceptance letter' and the second is for 'Student ID'. Both boxes have a cloud icon with an upward arrow and the text 'Drag and drop files here to upload' and 'Only JPG, JPEG, PNG and PDF files can be uploaded.' Below each box is a 'BROWSE' button. At the bottom of the form, there are two checked checkboxes: 'I would like to receive emails from PayMyTuition about future discounts, promotions, and/or offers.' and 'I have read, understand, and agree to the PayMyTuition Terms of Use and Privacy Policy.' A 'Need Help?' button is located in the bottom right corner.

1

Upload the invoice letter from your email

Please check your email with the subject title:

For MBA: MBA Program Admission Letter - Congratulations! - Aclas college

For DBA: DBA Program Admission Letter - Congratulations! - Aclas college

2

For student ID, you can upload the same document - invoice

3

Tick all the selections below and click 'Next'

Example Invoice attached

The example invoice is from the Atlanta College of Liberal Arts and Sciences. It has the college's logo in the top right corner. The subject is 'Payment of Tuition Fee for Enrollment'. It is addressed to 'Dear student,'. The body of the letter states: 'This letter serves as confirmation that you are responsible for paying the required tuition fee for enrollment at the Atlanta Institute of Liberal Arts and Sciences. In order to secure your place for the upcoming academic term, kindly please have this invoice as your reference.' Below this is a table of details:

• Payment Method:	PayMyTuition
• Full Name:	Your Name
• Student ID:	202409144583992
• Fees Amount:	USD \$89

 The letter continues with a note: 'Please note that all fees / instalment must be paid in full by the deadline in order to complete your enrollment process. Failure to do so may result in delays or the cancellation of your application.' It then offers assistance: 'If you require assistance or have any questions regarding the payment process, please feel free to reach out to our admissions office at john.smith@aclas.college.' The letter concludes with 'We look forward to welcoming you and supporting you throughout your academic journey.' and 'Best regards,' followed by a signature of John Smith, Admission Officer. The website www.aclas.college is listed at the bottom.

Fill in the student information

For student ID:
Include your student ID

You can find it on your unique
enrollment ID or your invoice

Payment information:
Enter 'Tuition and Fees'

The screenshot shows a web browser window with the URL `payment.paymytuition.com/paynow/aclas`. The page features a progress bar at the top with four steps: 1. Payment Information, 2. Payer Information, 3. Student Information (highlighted), and 4. Confirm & pay. The 'Student information' section contains the following fields:

- Student ID:** A text input field with the placeholder 'Student ID*'.
- First name:** A text input field with a red bar obscuring the text.
- Last name:** A text input field with a red bar obscuring the text.
- Payment information:** A dropdown menu with 'Payment information*' selected.
- Email address:** A text input field with a red bar obscuring the text.
- eMerchant number:** A text input field containing 'MC-2024'.

A 'Need Help?' button is located in the bottom right corner of the form area.

Click 'Next' to continue the payment

The screenshot shows the 'Additional information' section of the payment page. It contains two links:

- [School invoice or acceptance letter](#)
- [Student ID](#)

At the bottom of the section, there are two orange buttons: 'PREVIOUS' on the left and 'CONFIRM' on the right.

Read all the details to ensure those are correct, click 'Confirm'

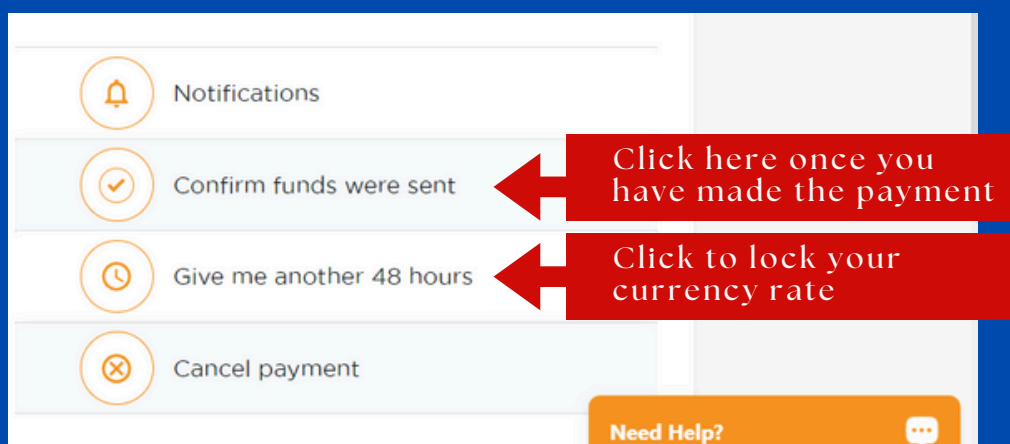
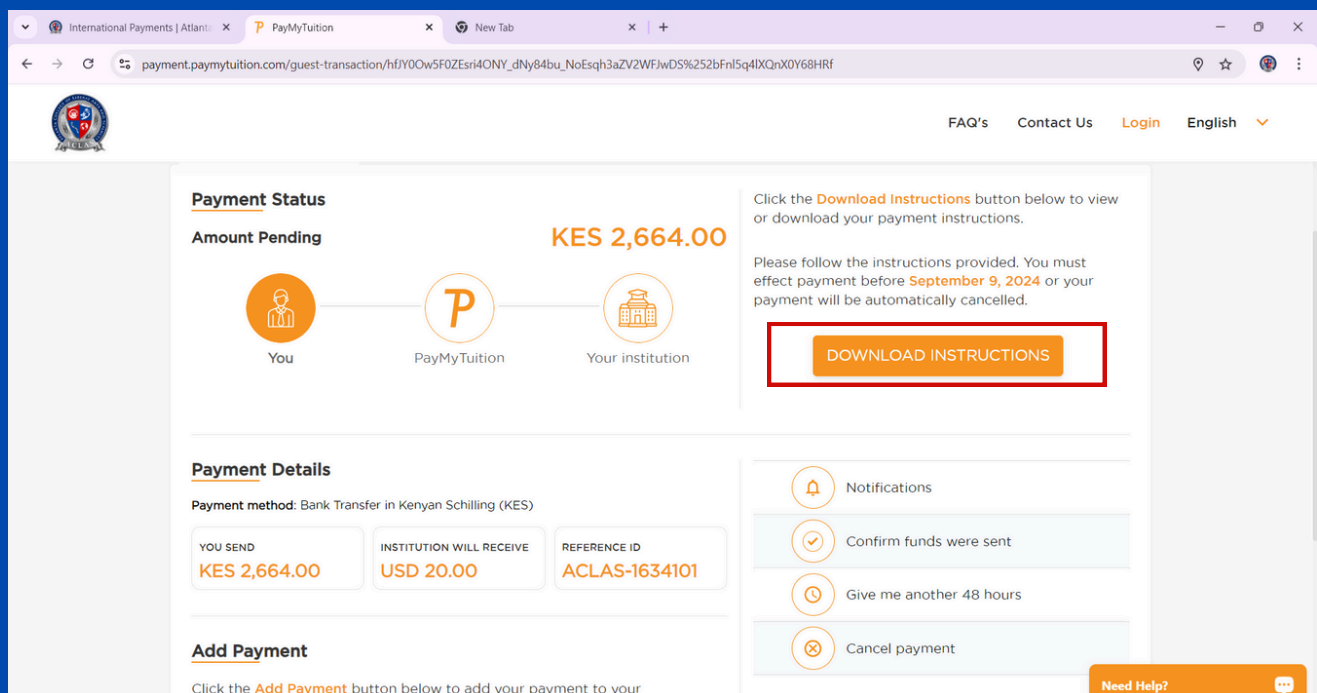
Step 7

In the next page, download the instructions to make your payment.

- If you would like to lock the currency rate, click **“Give me another 48 hours”**

Note: Please ensure you made the payment before the due date or it will be cancelled

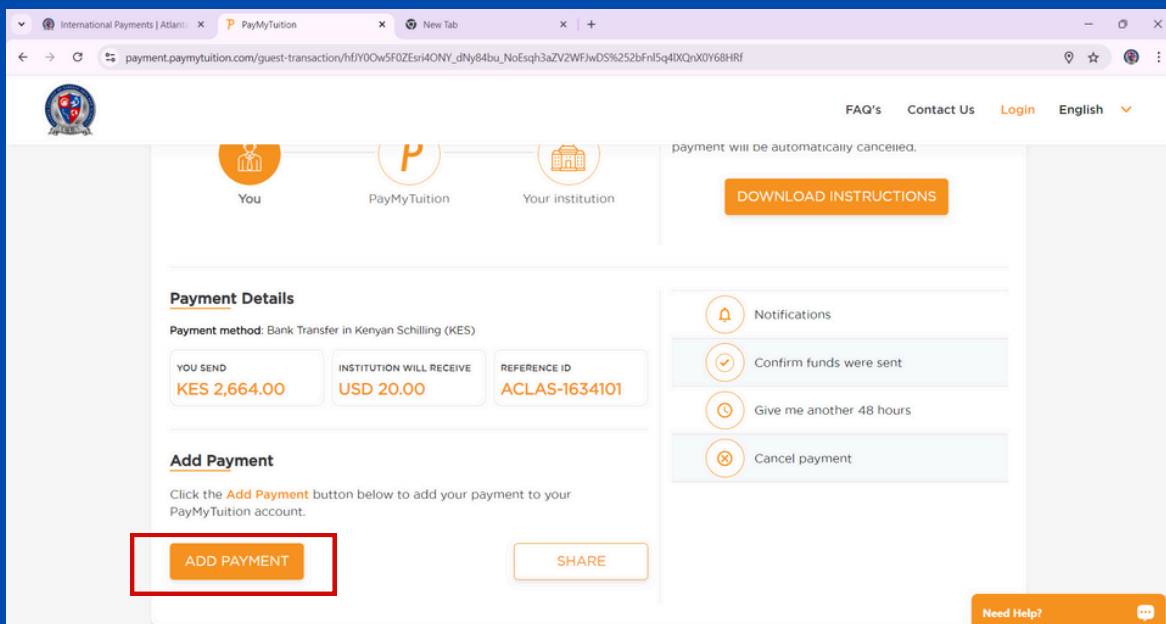
- If you have made the payment, click **“Confirm funds were sent”** and select the date you made the payment



Step 8

To track your payment, click add payment and create your PayMyTuition account.

Kindly do this step to easy track your payment status and create next transaction in the future.



Please allow 1-4 business days for the process, and you're done!

Thank you for enrolling to Atlanta College of Liberal Arts and Sciences

Have problems with **Paymytuition**

POWERED BY MTFX

If you have any question on PayMyTuition, regarding the currency rate or others, please contact their customer service here:

PayMyTuition customer support information

Call 1.855.663.6839 (toll-free) or through one of their [local country contact numbers](#) . You can also reach PayMyTuition Support at support@paymytuition.com or through their [support page](#).

No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email and phone to answer any of your questions and help you make your payment.



Thank
You