Atlanta College of Liberal Arts and Sciences





# 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.

Log In! Explore, learn, and grow with us. Enjoy a seamless and enriching educational journey. Lets begin!
Your email
Password  Forgot password  Forgot password?
I'm not a robot
Don't have an account? Sign up

#### Select the course you want to study, click "Buy subscription"

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	Master of I The MBA program is designe for career advancement in bu	Business Administ d to provide students with the essential skills an Isiness management and leadership. It is a quick	d credentials necessary k and cost-effective way			
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Human Resource Management       C compwr         5 (1) Reviews)       English         An introduction to the most important skills and most applicable tools of human resource management and organizational behavior.       ✓ Type       Online course         14.99\$ 565       114 Lessons © 02:42:40 hr(s)       ✓ Start date       Any day	Included Courses		<ul> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	Credits Included Course	120 Credits 8 Courses	
Beginner         14.99\$ 565         14 Lessons () 02:42:40 hr(s)         ✓ Start date         Any day		Human Resource Management 5 ★ (11 Reviews)   English An introduction to the most important skills and most ap resource management and organizational behavior.	C Compare	<ul><li>Language</li><li>Type</li><li>Award</li></ul>	English Online course MBA degree	
Marketing Communication	Beginner	14.99\$ 50\$	14 Lessons () 02:42:40 hr(s)	Start date	Any day	

### Step 2:

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

			Subtotal	89\$
Select your country	Singapore			
Select payment option	One time payment		Installment optio	ns
Select payment method				
Paymytuition	PayPal			
			Order total	89\$
		Р	Pay now with PayMyTuition	

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.

Select your country	Zambia		
Select payment option	One time payment	Installment options	
MBA installment plan A           Processing fee: 25 / installment           4 installments:           1. 10\$ + 2\$ = 12\$           2. 20\$ + 2\$ = 22\$           3. 20\$ + 2\$ = 22\$           4. 39\$ + 2\$ = 41\$           Total fee 8\$           Total financed 97\$			
2 Installment payment MBA installment plan A		10\$	i
- installment processing fee		2\$	i -
Select payment method			
Paymy tuition	PayPal		

Select the desired Installment plan, and make the payment.

PayPal		
	1st installment	12\$
_	D Pay now	with

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 instuctions and documents to be downloaded. Please read and download the documents needed before making the payment.

		Subtotal	199\$	
select your country	Austria			
Select payment option	One time payment	Installment ont	ions	
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Select payment method				
	Den (Derl			
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Select payment method	ormation to uplead in the PayMyTuition portal la	Order P ter, you may download o	total 1 Pay now wit PayMyTuitio	99\$ h on 2.

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

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Select you amount	ur		0.00*		<ul> <li>Multilingual customer supponed us.</li> </ul>	rt to help you when you				
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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

Paymytuition	PayPal		
		1st installment	12\$
		P Pay now PayMyTe	with uition

### Step 4:

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



**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.** 



### Step 5:

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

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

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		First Name	Last Name	
		First name*	Last name*	
		Please enter first name (in English) If a company or organization is paying, please enter the organization name in place of first name	If a company or organization is paying, please enter the organization name in place of last name	
		Address 1	Address 2	
		Address 1*	Address 2	
		Country	Province/State	
		Kenya 🔹	Province/State*	
D.11. 11	6	City	Postal/ZIP Code	
Fill in all your		City*	Postal/ZIP code*	
informatio	on	Phone Number		
		Phone number*	Need Help?	<b>P</b>

### Step 6

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



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

dentification of Student	
dentification type	
Passport	•
Passport	
Drivers License	
Other Government Issued Photo ID	



#### Swipe down and upload additional information

#### Fill in the student information

For student ID: Include your student ID

#### Payment information: Enter 'Tuition and <u>Fees'</u>

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

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	1 Payment Information	2 Payer Information	3 Student Information	Confirm & pay	
	Student ID Student ID		Email address	_	
	First name		Last name		
	Payment information		eMerchant number		
	·			Need Help	e 🤤

#### Click 'Next' to continue the payment

Additional information		
School invoice or acceptance letter <u>View</u>	Student ID <u>View</u>	
PREVIOUS		CONFIRM

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

Main International Payments	Atlant: × P PayMyTuition × 💿 New Tab	×   +			-	o x
← → C 😋 payme	ent.paymytuition.com/guest-transaction/hfJY0Ow5F0ZEsri4ONY_dNy84	bu_NoEsqh3aZV2WFJwDS%252bFnl5	5q4lXQnX0Y68HRf		◊ ☆	🕲 :
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### 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.

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	Add Payment Click the Add Payment button below to add your payment to your DetMinution account			Cancel payment			
[	ADD PAYMENT	]	SHARE				
				Need Help	?		9

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

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 <u>local</u> <u>country contact numbers</u>. You can also reach PayMyTuition Support at <u>support@paymytuition.com</u> or through their <u>support page</u>.

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