



Flywire Guide for Students

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Accessing Flywire via Single Sign-On (SSO)

Flywire is a portal that allows students and their proxies to make payments to the University, view their student account activity, and enroll in payment plans.

- 1. Log into Hornetsweb (www.alasu.edu)**
- 2. View myHORNET EPAY (SSO)**



- 3. Read the Financial Responsibility, Agree and Accept**



Do you accept your financial responsibility?

Alabama State University requires the acceptance of the below terms and conditions.

Student Registration Disclosure and Agreement Statement

Forty percent of total charges are due by the first day of classes. If 40% is NOT PAID by this date, my classes WILL BE DROPPED (PURGED) from the class rolls. Once classes are purged, I may re-enroll until the last day to complete registration, as published in the Academic Calendar. However, should I elect to re-enroll after I have been purged; the 40% is due immediately in order to retain my classes. After payment of 40%, the remaining balance of 60% is due 5 weeks after the first day of classes and July 1 for the Summer semester. I understand that when I register for any class at Alabama State University or receive any service from Alabama State University I accept full responsibility to pay all tuition, fees and

4. You will be directed to the Flywire Account Summary page

- a. This page contains a summary of the balance due on your account and gives you access to other tabs

flywireU

Contact Us Activity My Account Log Out

Last signed in 05/18/2023 6:10 AM CDT

John Doe - U11111111

\$2,100.00
Due by 05/18/2023 [Make A Payment](#)

Account Summary Account Activity Payment Plans eRefunds

Account summary Current Term and prior

Account Balance	\$2,100.00
Less Anticipated Aid	\$0.00
Less Balance On Payment Plan	\$0.00
Balance due	\$2,100.00
<small>Due by 05/18/2023</small>	

[You are not on a payment plan for the current term](#)

[Make A Payment](#) [Enroll in Plan](#)

Quick links

- Set Up Authorized Users [Set Up Now](#)
- Set Up eRefunds [Set Up Now](#)
- Notification Preferences [Manage](#)

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Account Activity

The Account Activity contains your student account history of all transactions through your studies at Alabama State University. You can generate, print, or save an Activity Report on a term base or per date range.

1. From the Account Summary page select the Account Activity tab

The screenshot displays the flywireU student account dashboard. At the top left is the flywireU logo. The user is identified as John Doe - U111111111. The account balance is \$2,100.00, due by 05/18/2023. The 'Account Activity' tab is selected in the navigation menu. The dashboard includes an 'Account summary' section with a table of account details, a 'Quick links' section with buttons for 'Set Up Authorized Users', 'Set Up eRefunds', and 'Notification Preferences', and a 'Make A Payment' button. The footer contains 'Powered by flywire' and links for 'Terms Of Use', 'Privacy Policy', and 'Contact Us'.

Account summary	
Current Term and prior	
Account Balance	\$2,100.00
Less Anticipated Aid	\$0.00
Less Balance On Payment Plan	\$0.00
Balance due	\$2,100.00
Due by 05/18/2023	

2. Account Activity Page:

a. Generate Activity Report Box:

Allows students to create a statement based on calendar dates or terms.

WHERE HIS STORY IS MADE. ALABAMA STATE UNIVERSITY

Contact Us Activity My Account

\$468.00
Due by 11/16/2024 [Make A Payment](#)

Account Summary **Account Activity** Payment Plans

Account Activity [Generate activity report](#)

SPRING 2025	FALL 2024	SPRING 2024	FALL 2023	SUMMER 2023	SPRING 2023
-\$6,424.00	\$468.00	\$0.00	\$0.00	\$0.00	\$0.00

[Show Older Terms](#)

Fall 2024 [Collapse All](#) [Expand All](#)

Charges	\$9,830.80
Payments & Credits	-\$5,664.80
Anticipated Aid	-\$3,698.00
Fall 2024 Total	\$468.00
Total Balance Due	\$468.00

b. Transaction details can be obtained on the term statements by clicking on a specific payment. You can also print the selected payment details.

Account Activity

SPRING 2025	FALL 2024	SPRING 2024	FALL 2023	SUMMER 2023	SPRING 2023
-\$6,424.00	\$468.00	\$0.00	\$0.00	\$0.00	\$0.00

[Show Older Terms](#)

Fall 2024 [Collapse All](#) [Expand All](#)

Charges		AMOUNT
POSTED DATE	DESCRIPTION	
07/03/2024	Housing Deposit/Non Refundable	\$250.00
07/15/2024	Jo Ann Robinson Hall	\$1,633.00
07/15/2024	All Access Silver Meal Plan	\$1,884.00
07/22/2024	Health Insurance	\$40.00
07/22/2024	Athletic Fee	\$50.00
07/22/2024	Hornet Bookstore ACCESS	\$439.80
07/22/2024	General University Fee	\$1,370.00
07/22/2024	Tuition - Undergraduate I/S	\$4,164.00
Payments & Credits		-\$5,664.80
Anticipated Aid		-\$3,698.00
Fall 2024 Total		\$468.00
Total Balance Due		\$468.00

Make a Payment

- Pay the total balance or select a partial amount
- Saved payment information will populate under Payment Methods
- Payers can make one-time payments towards a specific term.
- The user will enter the make a payment flow by selecting the **"Make a Payment"** button in the upper right corner or under the Account Summary in the Account Summary tab.

Method of Payments

- ACH (e-Check)
- Credit Card
- International Payments

When a student is on a payment plan, they have the option to pay:

- The next installment,
- Overall plan balance, or
- Input a custom amount.

Select Make a Payment

The screenshot displays the flywireU user interface for John Doe (ID: U111111111). At the top right, the account balance is \$2,100.00, due by 05/18/2023, with a green-bordered 'Make A Payment' button. The main content area is divided into 'Account Activity' and 'Account Summary' sections. The 'Account Activity' section shows a table of transactions:

DATE	DESCRIPTION	AMOUNT
01/10/2017	Meal Plan	\$2,500.00
01/16/2017	Computer Lab Charge	\$100.00
		\$700.00

Below the table, there are three 'Term Balance' dropdown menus with values \$2,100.00, \$20.00, and \$10.00. The 'Account Summary' section shows:

Account Balance	\$12,420.00
Less Anticipated Aid	-\$4,420.00
Less Balance On Payment Plan	\$0.00
Balance Due	\$8,000.00

The balance is due by 04/03/2024. At the bottom of the summary, there are two buttons: 'Make A Payment' (highlighted in green) and 'View Payment Plans'. A blue 'f' logo is visible in the bottom right corner of the dashboard area.

- Select what you wish to pay
- Continue

Eleanor Cruz (AU) paying for John Doe (G333333333)
What Would You Like To Pay?

<input checked="" type="checkbox"/>	John Doe's Current Term Payment Plan <small>Next installment for \$2,384.00 due 11/05/2023</small>	\$11,920.00 <small>Remaining Balance</small>
<input type="radio"/>	Pay Next Installment <small>Due by 11/05/2023</small>	\$2,384.00
<small>This payment is scheduled to process automatically on 11/05/2023. Paying now will take the place of your scheduled payment.</small>		
<input type="radio"/>	Pay Remaining Balance	\$11,920.00
<input type="radio"/>	Pay Another Amount	
Nevermind, I don't want to pay this		

<input type="checkbox"/>	Older Term <small>Amount Past Due!</small>	\$500.00
--------------------------	--	-----------------

Total: \$2,384.00

[← Back](#)
Continue

- **Confirm**

Home Contact Us Activity ▾ My Account ▾ Log Out

You are paying for **John Doe** (U111111111)

Are you sure you want to make another payment?

You have made the following payments in the past 2 days.

RECENTLY PROCESSED PAYMENTS
05/18/2023 - Service Fee processed for \$59.85 <small>Card ending in 5454</small>
05/18/2023 - Payment processed for \$2,100.00 <small>Card ending in 5454</small>

No, thanks
Back to home

Yes, please →
Continue making a payment

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Follow all Prompts

You are paying for **John Doe** (U111111111)

What Would You Like To Pay?

Current Term \$2,100.00
Due by 08/17/2023

Amount To Pay
2100.00

Payment Date
05/18/2023



Future dated payments will be processed based on the time zone of your institution.

[Nevermind, I don't want to pay this](#)

Total: \$2,100.00

[← Back](#)

[Continue](#)

You are paying for **John Doe** (U111111111)

How Would You Like To Pay?

Add a new payment method

 Add New eCheck Bank Account no service fee

 Add New Credit/Debit Card will include a 2.85% (\$59.85) service fee

International payment method

 International payment via Flywire external fees may apply

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#)

[← Back](#)

[Continue](#)

You are paying for **John Doe** (U111111111)
Almost Finished, Please Review and Confirm

Payment Information

Payment Method
Card ending in 5454

Email Address
demo26-U1@onplanu.com

Current Term

Payment For: **John Doe - U111111111**
Payment Date: **05/18/2023**
Amount: **\$2,100.00**
2.85% Service Fee: **\$59.85**

Total: \$2,159.85

By clicking the Confirm button, a one-time payment of \$2,159.85 will be processed immediately from the account as indicated above.

[← Change Payment Method](#)

[Cancel Payment](#)

[Confirm](#)

You are paying for **John Doe** (U111111111)
Your payment was successful, save your receipt.



PAYMENT RECEIPT

Paid For
John Doe - U111111111

Date
05/18/2023



Current Term Payment

Merchant
Demo University

\$2,100.00

Transaction ID
301096

Transaction Status
Success

Processed On
05/18/2023

Paid With
Bank account ending in 3456

Total Processed: \$2,100.00

[Home](#)

[Print](#)

Make a Payment International

- Follow the Make a Payment steps above
- Select International Payment

The screenshot displays a payment selection screen. At the top, it says "You are paying for" followed by "How Would You Like To Pay?". Below this, there are three main sections:



- Add a new payment method:** This section contains two options:
 - Add New Direct Debit Bank Account** (no service fee): A blue error message below this option states, "Direct Debit uses payer banking login information. It is not available to administrators." with a refresh icon.
 - Add New Credit/Debit Card**
- International payment method:** This section is highlighted with a green oval and contains:
 - flywire International payment via Flywire**






On the right side of the screen, a panel titled "Your payment" provides details:

- The payment will come from:** Academy of Art University - SFS receives
- Country or region:** France
- Amount:** \$ 100.00
- Amount will be formatted in the destination currency. In this case United States Dollars. Lo. 10,000.00 for ten thousand USD.
- I have read, understand, and agree to the Flywire Terms of Use and Privacy Policy
- NEXT →** (red button)

- **Select Payment Method**

Select your preferred payment method

 **Best Price Guaranteed** Subject to terms and conditions 

 Domestic Bank Transfer in Euros (EUR) 96,00 €	SELECT
 VISA- Debit/Credit in EUR 99,00 € Supports: 	SELECT
 MasterCard: International Debit/Credit 99,00 € Supports: 	SELECT

- **Complete Payer Information**

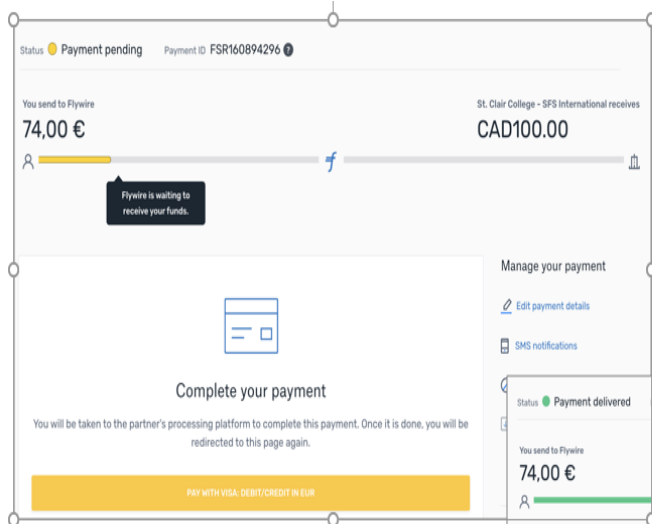
Payer information

 Please provide the details of the person whose card/bank account will be used to pay.

(*) required field

Email * do_not_reply@academyart.edu	First name * Test
Middle name SANDBOX_TO_DELIVERED_STATUS	Family name * Student
Address 1 * 123 Main Street	Address 2
City * Indian Trail	State / Province / Region NC
Zip code / Postal Code 28079	+55  Phone number * 55555555

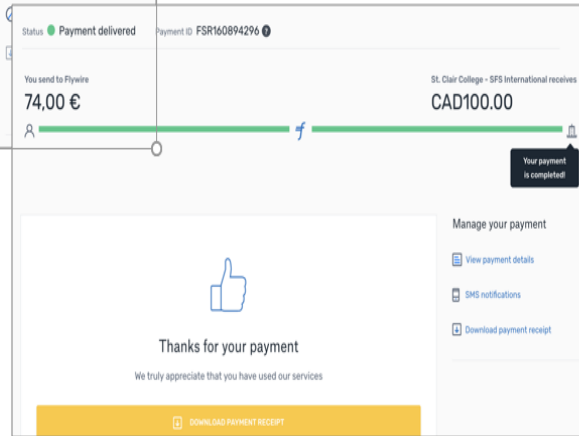
← PREVIOUS **NEXT →**



Guaranteed - Flywire has confirmed receipt of the funds.

Delivered - The funds have been sent to the client's bank account in a disbursement batch.

Alabama State - configured on **Guaranteed**.



Payment Plans

****Any payments made outside of your scheduled installments will decrease the overall balance due, which will also decrease your remaining installments. Making a payment outside the payment plan schedule does not substitute for a monthly installment deduction.**

- Select the Payment Plan Offers available

The screenshot shows the flywireU account interface for John Doe (ID: L111111111). The current balance is \$2,100.00, due by 05/18/2023. The 'Payment Plans' tab is selected, showing three offers for the 'Current Term - Demo University Law'.

Offer Expires	Plan	Monthly Payment	Sign-up Fee	First Payment
06/05/2023	5 Month Plan	\$420.00 / month	plus \$35.00 due at sign-up	06/05/2023
07/05/2023	4 Month Plan	\$525.00 / month	plus \$35.00 due at sign-up	07/05/2023
08/05/2023	3 Month Plan	\$525.00 / month	plus \$560.00 due at sign-up	08/05/2023

Balance: \$2,100.00

Pay Your Balance In Full: \$2,100.00

There are 3 Plans available for the semester

Plans are open one month before the beginning of the semester

- 5-Month
- 4-Month
- 3-Month

Once a plan is selected

- The user will select the payment method for the plan.

You are enrolling on a plan for **John Doe** (U111111111)

How Would You Like To Pay?

Payment Details	Payment Method
Total Plan Amount: \$11,250.00	<input type="radio"/> MASTERCARD ending in 5454 - 03/2030 <i>will include a 2.85% (minimum \$3.00) credit card service fee</i>
First Monthly Payment: \$2,250.00	<input checked="" type="radio"/> Bank Account (eCheck) ending in 3456 <i>Jpmorgan Chase</i>
Number of Payments: 5 view schedule	<input type="radio"/> Add New Bank Account (eCheck) <i>no service fee</i>
First Payment Date: Jun 5, 2023	<input type="radio"/> Add New Credit/Debit Card <i>will include a 2.85% (minimum \$3.00) service fee</i>
Automatic Withdrawal: 5th of each month	<input type="radio"/> International Payment <i>via Flywire - external fees may apply</i>
Non-Refundable Payment Plan Sign-up Fee: \$35.00	
Total Amount Due Now: \$35.00	

Non-Refundable Payment Plan Sign-up Fee Will Process Immediately

[← Back](#) [Continue](#)

- Next, the payer comes to a confirmation screen, where they see all of the information about their plan for final confirmation.

You are enrolling on a plan for **John Doe** (U111111111)
Almost Finished, Please Review and Confirm

Payment Details

Total Plan Amount:	\$11,250.00
First Monthly Payment:	\$2,250.00
Number of Payments:	5
First Payment Date:	Jun 5, 2023
Automatic Withdrawal:	5th of each month
Payment Info:	Checking - 3456 Jpmorgan Chase
Non-Refundable Payment Plan Sign-up Fee:	\$35.00
Total Amount Due Now:	\$35.00

Installment Schedule

DATE	TOTAL
06/05/2023	\$2,250.00
07/05/2023	\$2,250.00
08/05/2023	\$2,250.00
09/05/2023	\$2,250.00
10/05/2023	\$2,250.00

Non-Refundable Payment Plan Sign-up Fee Will Process Immediately
Your bank account will be charged \$35.00

- I have read and agree to these [Payment Plan Terms & Conditions](#)
- I agree to the [Recurring Payment Agreement](#)

[← Change Payment Method](#)

[Select Different Offer](#)

[Activate](#)

Success! Your payment plan has been activated.

Plan Summary

Installment Amount:	\$771.38
Next Installment Due Date:	09/11/2023
Next Installment Autopay Date:	09/11/2023
Remaining Balance:	\$1,500.00
Payments Remaining:	2
Autopay Payment Method:	Visa account ending in 1111

[Go To My Account](#)

Please note - You agreed to the following Terms and Conditions when you activated your payment plan:

I hereby acknowledge my indebtedness

In consideration of the University's forbearance in not pursuing collection activity and Late Payment Charges currently, by clicking "I Agree to These Terms and Conditions" below, I hereby accept the following terms of this Flywire Payment Plan (Plan):

I understand and agree that I must make on-time monthly payments in accordance with the Plan I select until my indebtedness to Wentworth is paid in full.

I understand that by enrolling in this Plan I agree to pay a one-time, non-refundable enrollment fee of \$40.00.

Other Actions

- **Actions**

**The actions button is located on the top, right corner*

- **Manage Payment Methods**

- You can edit or delete any saved payment methods

- **Manage Notifications**

- You can update SMS Notification

YOU ARE ALL SET!

THANK YOU!
OFFICE OF STUDENT ACCOUNTS TEAM

**If you have any questions, contact us at
studentaccount@alasu.edu**

