



## AMERICAN COLLEGE *of* EDUCATION

### Tuition Payment Options

**All payments must be made using the MyACE Portal and the ACE mobile app.** Exceptions to this policy include third-party payers (employers, school districts, scholarships, and gifts from relatives) who are making a payment on behalf of a student. Other unique exceptions may occur that will need to be coordinated through the Bursar's office.

**Payment Due Date.** Payments are due on the Friday before each term start. If payment has not been received by the end of the day on the Friday of Week 1, the student will be administratively withdrawn. If students are administratively withdrawn and wish to be reinstated, they will be subject to the [\\$100 reinstatement fee](#).

**Attention Financing Students.** Are you financing your education with Climb Credit, Edly, Sallie Mae, or Tuition Flex? Be sure to contact your lender to officially accept their terms by the payment deadline. If you are financing with Climb, Edly, or Tuition Flex, you will also pay the \$200 tuition deposit directly to ACE by the payment deadline to maintain your enrollment.

**Did you recently change your payment method?** If you changed your method of payment (for example, you change from paying by course to using a lender), please ensure your Payment Agreement is updated to reflect the most recently selected method of tuition payment. To update your Payment Agreement, sign in to [MyACE Portal](#) and navigate to 'I Want To... Request forms', and then Change Payment Option, and then click Payment Agreement.

If you have questions or require additional assistance, please contact the Bursar office at [bursar@ace.edu](mailto:bursar@ace.edu), by calling 1-800-280-0307 Option 3, or via web chat at [www.ace.edu](http://www.ace.edu).

## MyACE Portal

1. Sign in to MyACE Portal, <https://myace.ace.edu/>

Use the 'Forgot Username/Password' prompt if you don't remember your login credentials. Enter the email address you provided when you applied for admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.

**NOTE: Please clear your cache and cookies prior to making a payment online. For more information on how to clear your cache and cookies, [consult this guide.](#)**

2. Select **My Finances** and then select **Make Payment Online** (Figure 1).

**NOTE:** When accessing the MyACE Portal using a mobile device, menu items (located along the left-hand side) may appear to be hidden or inaccessible. To access the "hidden" MyACE Portal menu, scroll down and click *Site Index*. (Figure 1a).

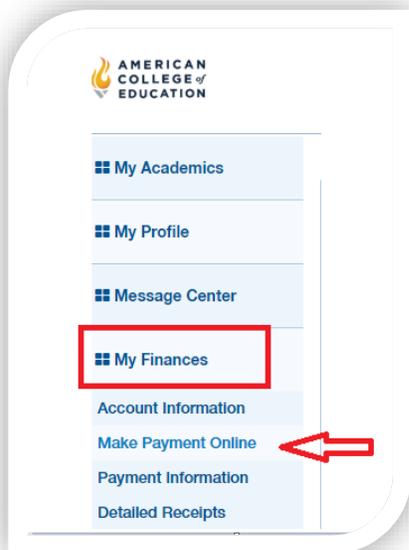


Figure 1

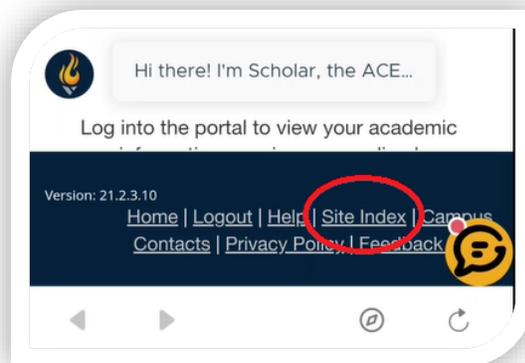


Figure 1a

3. Review your current balance and select make a payment (Figure 3):

**Current Balance: \$3,662.98**

**Make a Payment**

<b>Last Payment Received:</b> 15 days ago	<b>Last Payment Date:</b> Feb 29, 2024	<b>Last Payment Amount:</b> \$50.00
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Figure 3

You now have two options- Pay Now or Pay Later through PayPal (Figure 4):

**Please Select Your Payment Method**

Current balance: \$3,662.98

Payment Amount +

\$ 250

**Pay Now**

**Pay Later with PayPal**

**By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in the [Refund Policy](#).**

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Figure 4

Both options you need to check the box acknowledging the Refund Policy to continue. If you select Pay now, you will be routed to your available payment methods (Figure 5) where you can use a card on file or add additional cards. Once you select your payment method you will be able to click the pay now button (Figure 5a)

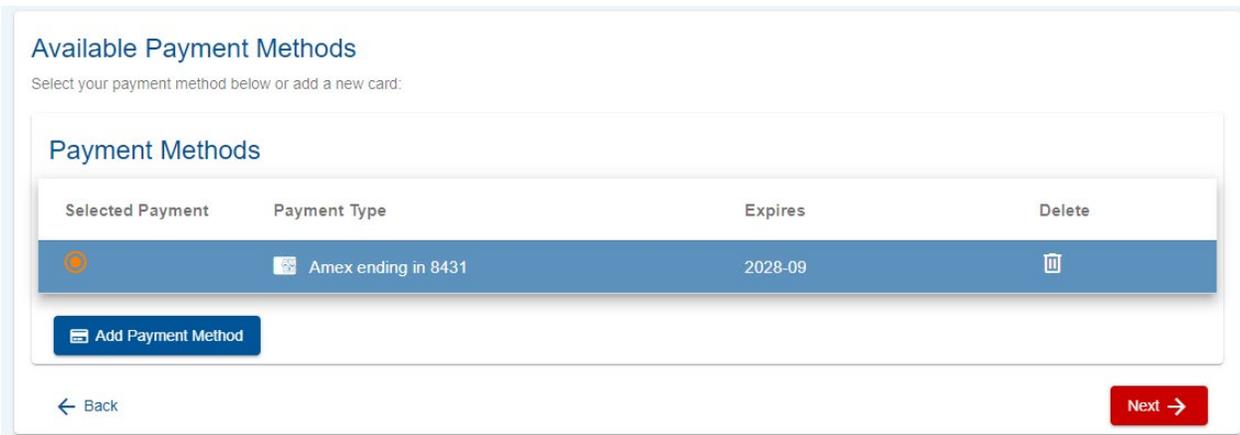


Figure 5

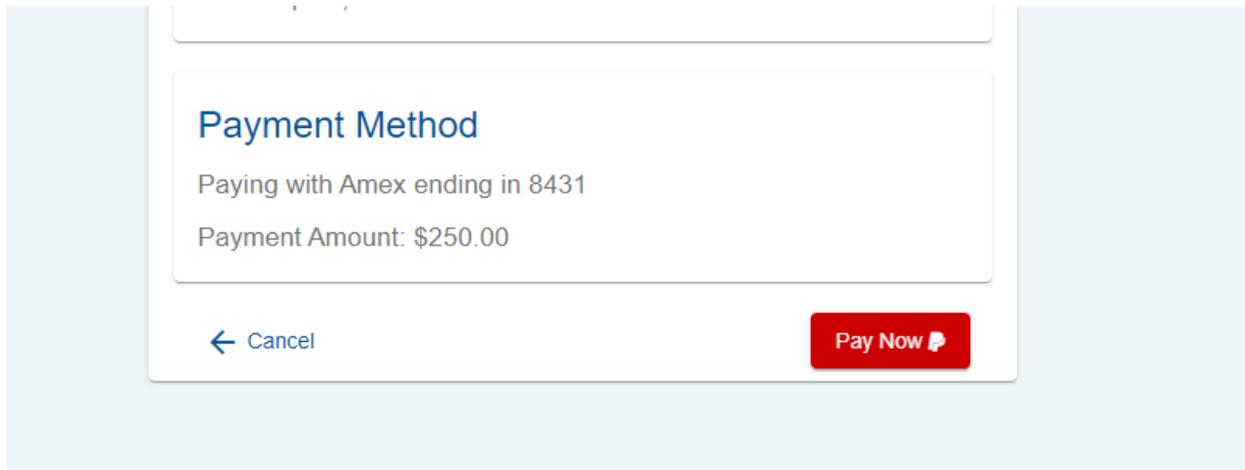


Figure 5a

4. Upon paying now, you will see a Payment Successful Screen and be able to go back to the dashboard. (Figure 6)

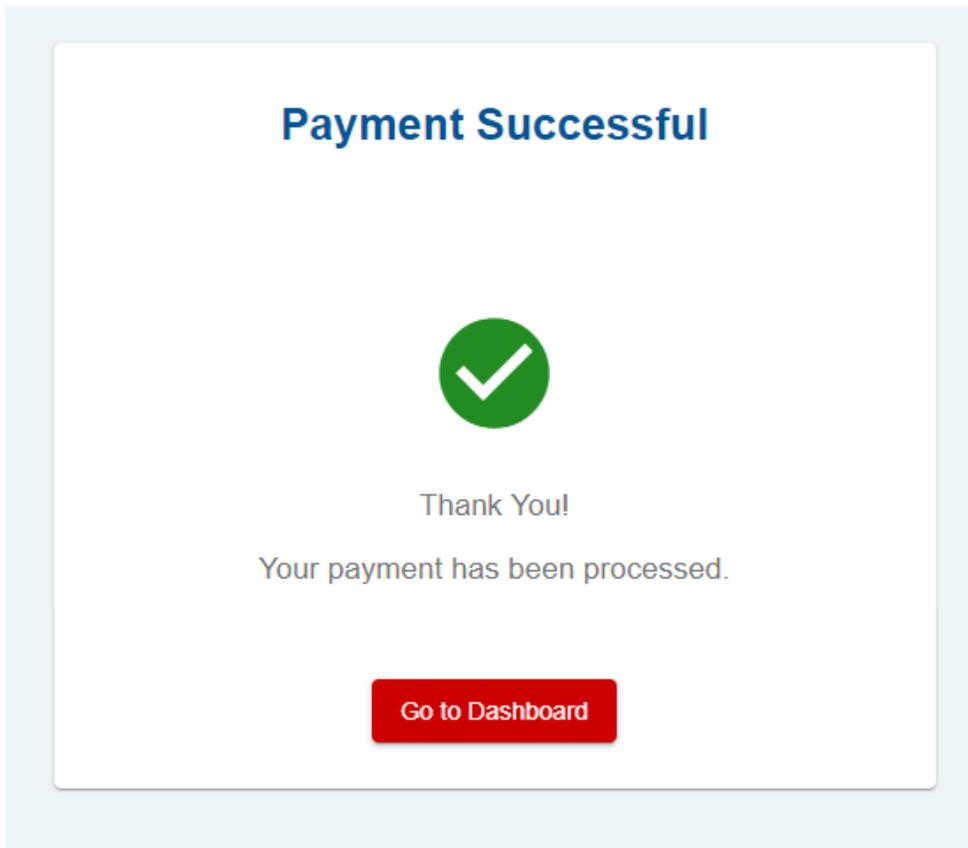


Figure 6

### PayPal Pay Later Option-

#### 7. If you select Pay Later (Figure 7):

**Please Select Your Payment Method**

Current balance: \$3,162.98

Payment Amount \*

\$ 250

Pay Now

Pay Later with PayPal

This requires a PayPal account, shall you have questions in setting one up please [contact PayPal](#).

By checking this box, I acknowledge that I have read, understand, and agree to the policies and procedures outlined in the [Refund Policy](#).

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Figure 7

When you click next, you will see a window and click the yellow banner to log into your PayPal account (Figure 7a):

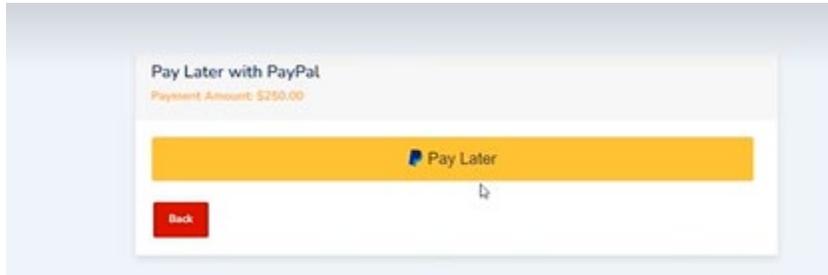


Figure 7a

Upon login, you will have two options (Figure 8):

- **Pay in 4 - Eligible US buyers can pay in four interest-free payments for purchases of \$30 to \$1,500.**  
Pay in 4 is an interest-free installment loan from PayPal that lets students split their course costs into four repayments, with the down payment due at the time of the transaction. Three subsequent repayments are made every 15 days thereafter.
- **Pay Monthly- Eligible US buyers can pay in 6, 12, or 24 monthly installments for purchases of \$199 to \$10,000.**  
The PayPal Pay Monthly option spreads the program costs into fixed monthly payments over terms ranging from 6 to 24 months. Pay Monthly is an interest-bearing installment loan issued by PayPal's bank partner, WebBank, with a fixed APR based on creditworthiness.

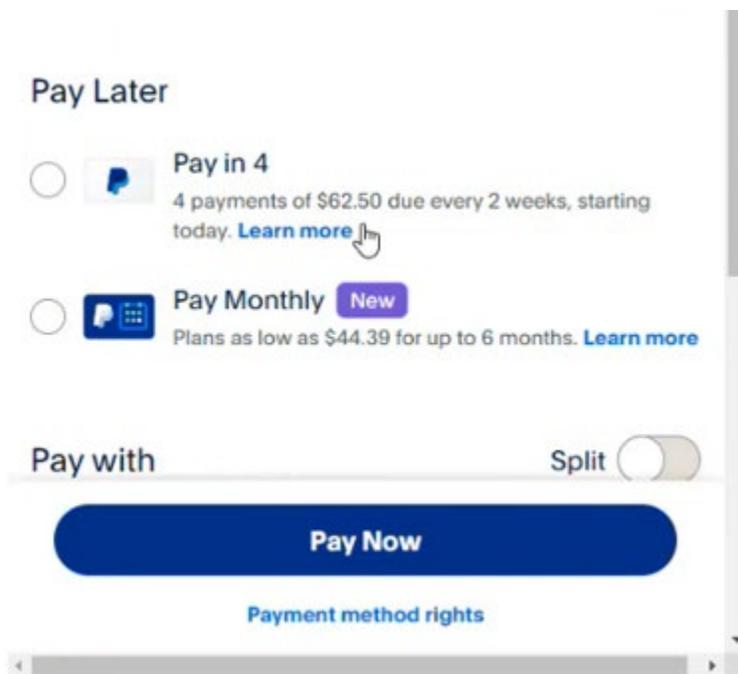


Figure 8

**NOTE:** To pay via MyACE, your browser popup blockers must be temporarily disabled. Do not click Refresh on the next page to avoid duplicate charges on your account. If the payment has been applied successfully, it will appear as Applied. You can confirm your payment is reflected on your account in MyACE Portal by clicking **My Finances**, and then clicking **Account Information**.

*Contact your credit card or debit provider if your payment cannot be processed because your payment method did not authenticate. If you need additional support, contact Student Services at 1-800-280-0307 Option 1.*

## ACE Mobile App

To download the ACE mobile app, visit your mobile app store and search for 'American College of Education'.

1. Sign in to the ACE mobile app using your MyACE username and password. Use the '*Forgot Username/Password*' prompt if you don't remember your login credentials. Enter the email address you provided when you applied for admission to ACE. You will receive your MyACE username in an email along with a link to reset your password. Check your email spam folder if you do not receive your portal credentials.

2. Select **User Profile** ( 👤 ) and then select **Student Accounts** (Figure 9). Locate the term for your payment, review the charges, and click **Payments**.

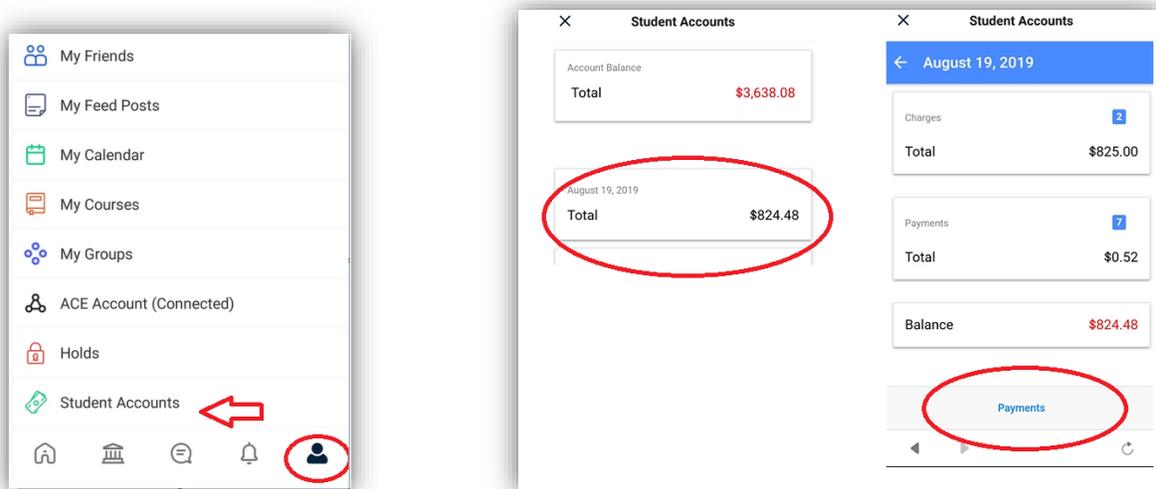


Figure 9

3. Confirm the **Total Amount** of your payment and click **Pay**. You will then enter your credit/debit card information. Enter your **Credit/Debit Card Details** and **Billing Information**, and then click **Pay Now** (Figure 10).

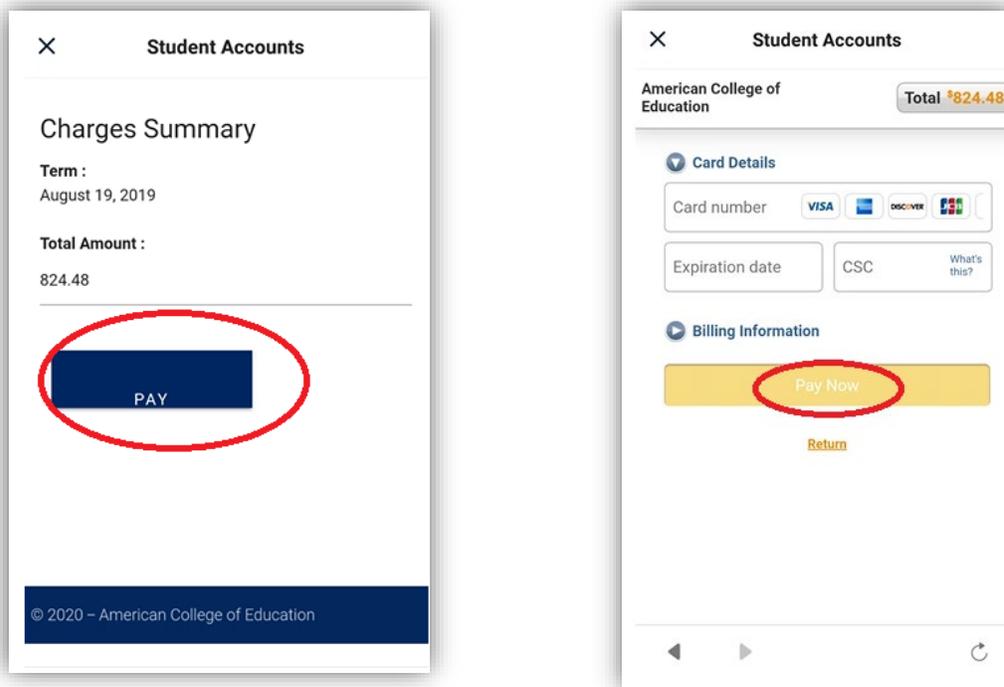


Figure 10