

# How To Make A Tuition Payment

Castleton accepts cash, checks, and money orders. Discover, American Express, Mastercard and Visa debit and credit cards can be used online only, and will be charged a 2.85% convenience fee. Online payments can also be made with a checking/savings account, with no additional fee.

## **Online:**

**Students and Authorized User access:** From the Castleton homepage, [www.castleton.edu](http://www.castleton.edu), click on the [VSC Portal](#) link at the bottom of the page. On the login page, click the link: [VSC Bill Payment for Students and Authorized Users](#), under the green sign in button. This will take you directly to the billing portal. Log in as a student or authorized user, then click the Make a Payment link at the top of the page.

Castleton bills by semester, so choose the **Pay by Term** option and choose the semester you would like your payment applied to. The full balance will automatically populate, but there is an editable field where you can change the amount. You can pay with a credit/debit card or with a bank account. *Be aware, if you pay using a bank account, the system will ask you to enter the account number, then enter it again in **reverse order**.* You can save any of your payment methods for future use.

## **In Person:**

Come to Financial & Registration Services on the first floor of Woodruff Hall, weekdays between 9:00 a.m. and 4:30 p.m. (4:00 during the summer). We will process your payment and give you a receipt. **Be aware, we cannot process in-person credit/debit cards.** In-person payment options are: checks, cash or money orders.

## **By Mail:**

Checks can be made payable to Castleton University and mailed to: Castleton University, Financial & Registration Services, 62 Alumni Drive, Castleton, VT 05735. Please write the student ID number on the check memo line and/or check stub.

## **By Bank Wire:**

Call our main reception desk at 802-468-6070 and ask to speak to a consultant, and we will give you the bank account and routing number for you to wire your payment to our bank. Please be sure to include the student's name and ID number on the wire when you send it, and let us know the date the wire was sent so that we may follow up the transaction with our bank.

## **Flywire:**

International students can make payments online from anywhere in the world through the [www.flywire.com](http://www.flywire.com) website, which allows payments in any currency, with payment tracking and multilingual customer support. Details can be found on the Financial & Registration Services web page: [www.castleton.edu/finreg](http://www.castleton.edu/finreg).

If you have questions about making payments, please contact the Financial & Registration Services Office at 802.468.6070 or [financial\\_registration@castleton.edu](mailto:financial_registration@castleton.edu).