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 Student Services 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 If payment has not been received by the end of the day on the Friday of Week 1, the student will be administratively withdrawn. If students are administratively withdrawn and wish to be reinstated, they will be subject to the $100 reinstatement fee.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, 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 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 ACE Student Services at support@ace.edu, by calling 1-800-280-0307 Option 1, or via web chat at www.ace.edu.

Monday through Thursday - 8 am to 9 pm ET
Friday - 8 am to 7 pm
Saturday (the week before term starts and week of term starts) - 10 am to 2 pm ET
Sunday (the week before term start and week of term start) - 3 pm to 7 pm ET

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.

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).
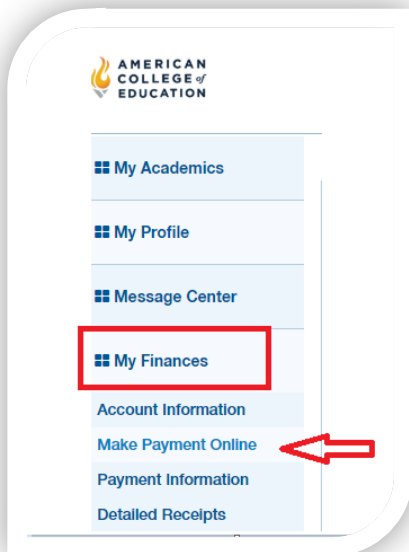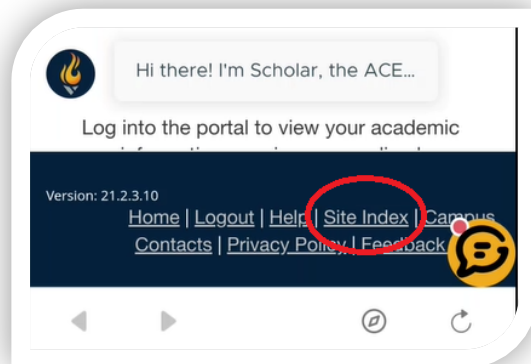

Figure 1

Figure 1a

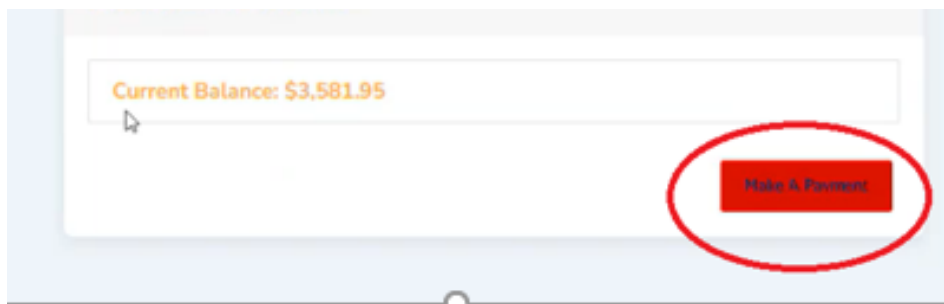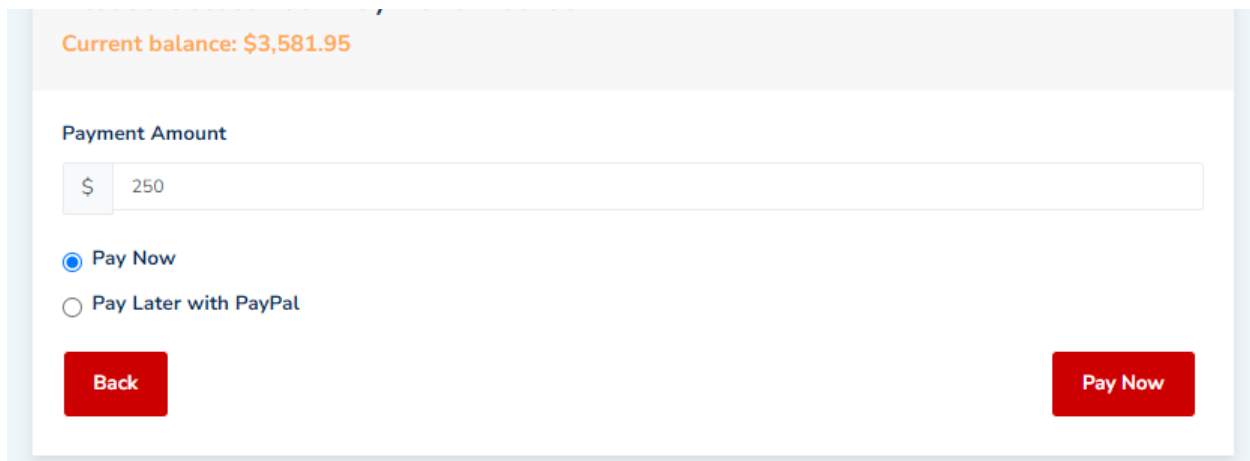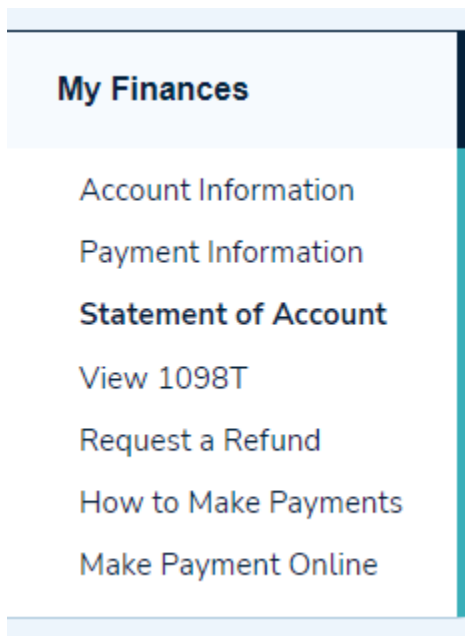3. Review your current balance and select make a payment (Figure 3):

Figure 3

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

Current balance: $3,581.95

Payment Amount

$	250

◉ Pay Now

◯ Pay Later with PayPal

Back   **Pay Now**

Figure 4

If you select Pay now, you will be rerouted to Statement of Account (Figure 5) and you will need to select your enrolled program (Figure 5a)

My Finances

Account Information

Payment Information

Statement of Account

View 1098T

Request a Refund

How to Make Payments

Make Payment Online

Figure 5

Account Information

Have a Loan? For Climb Credit loans, please pay your DEPOSIT below. Visit your loan provider's website to make scheduled payments, check your loan balance, check payment history, etc.

No Loan? Please make payments below. Tuition and fees are due IN FULL the Friday before a course start.

Make a Payment using a Credit Card
-Click the "Make a Payment" tab
-Accept the payment agreement
-Select an existing credit card or click "Add new payment method"
-Enter your 3 or 4 digit CV code
-Enter a payment amount (without using symbols like , $.)
-Click Pay
-Confirm

[View this video](#) for more information about your account and how to make a payment.

Need a detailed receipt? Go under My Finances > Statement of Account, to pull up a receipt showing all payments/charges for a term, for whi

Enrolled in 1 Programs

| M.Ed. in Curriculum and Instruction | Current Balance : $2,153.95 |

Figure 5a

4. When paying by credit card you will need to review the **General Refund Policy**, select the checkbox to acknowledge the policy terms, and then select **Continue**.

NOTE: Pay attention to the balance due for the selected enrollment.

5. Select **Make My Payment From** (Figure 6) and use the credit or debit card that is currently listed in the drop-down list, then go to **Payment Amount** and enter the amount you will pay (do not use commas) for the selected enrollment and click **PAY.**

NOTE: You can confirm your payment is reflected on your account in the MyACE Portal by clicking **My Finances**, and then clicking **Account Information.**

Figure 6 – Making an Online Payment

Want to pay using a new debit or credit card?

Select **Add a Payment Method** and then scroll down and then select **+ Add a New Credit Card >>.**
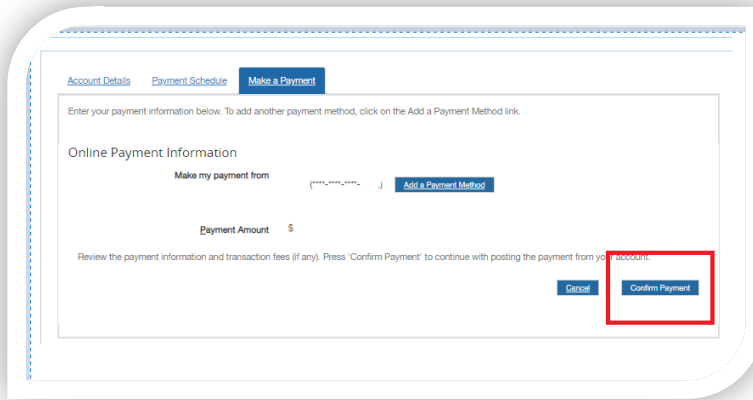
You will be routed to PayPal (Figure 7) where you will enter your credit card information.

NOTE: You DO NOT need a PayPal account to enter new card information.

After you enter all card/debit card details, click **Verify Card**, and then click **Return** to go back to MyACE Portal.

Figure 7 – How to add a new credit/debit card information

6. **Confirm Payment Information** (Figure 8). Confirm the selected term and the payment information, and then click **Confirm Payment**.
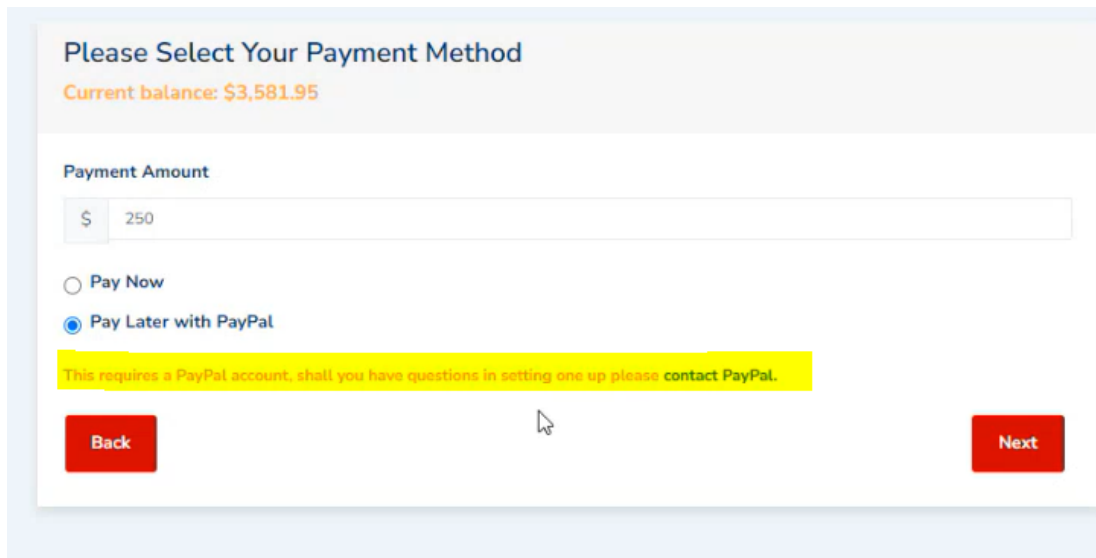

Figure 8

PayPal Pay Later Options-

7. If you select Pay Later (Figure 9):

Figure 9

When you click next, you will see a window and click the yellow banner to log into your PayPal account (Figure 9a):
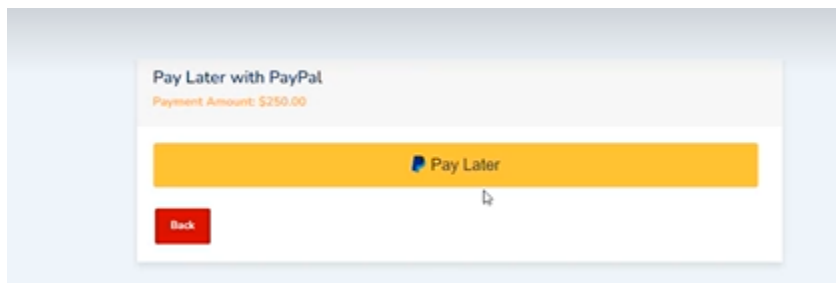
Figure 9a

Upon login, you will have two options (Figure 10):

- **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.
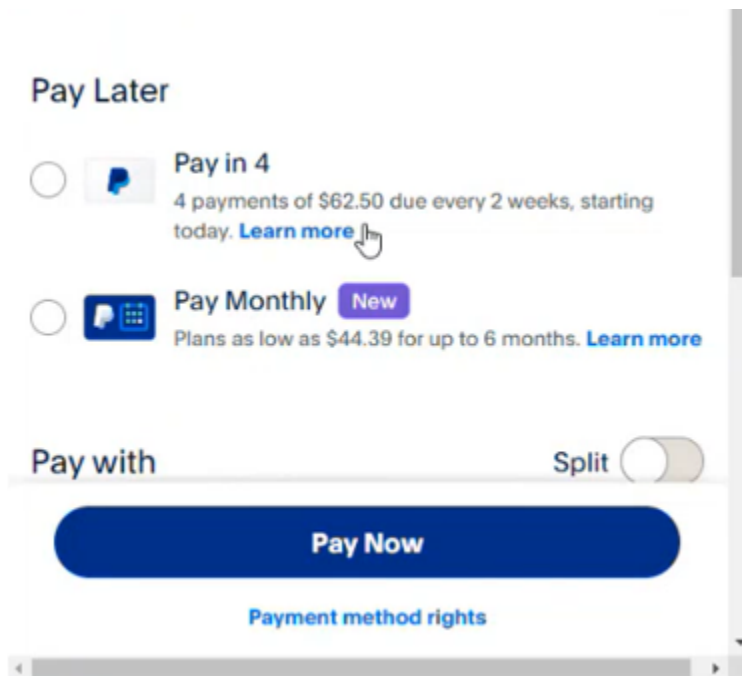

Figure 10

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 11). Locate the term for your payment, review the charges, and click **Payments**.
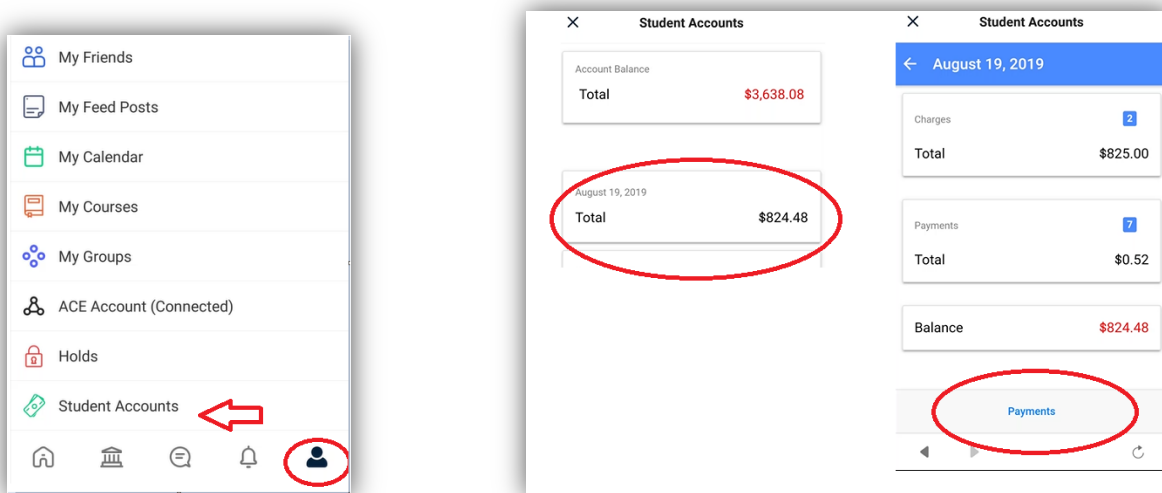

Figure 11

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 12).
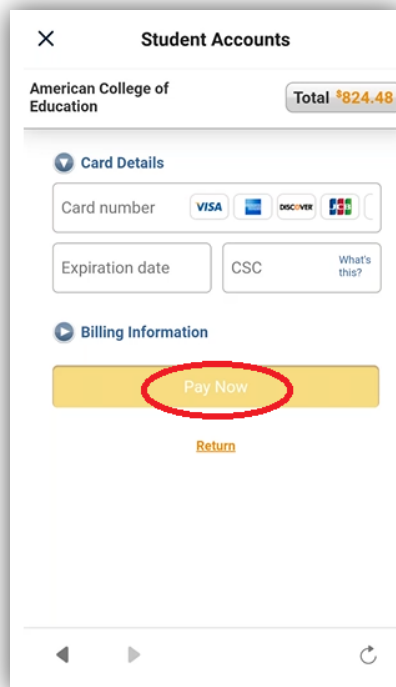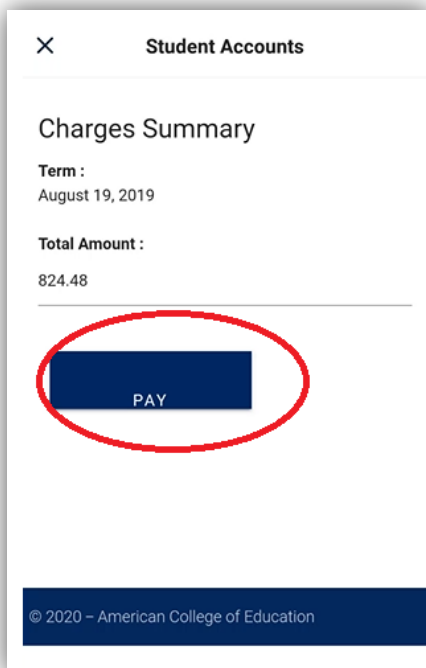
Figure 12