



## 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 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 If payment has not been received by the end of the day on the Friday of Week 1, the student will be administratively withdrawn. If students are administratively withdrawn and wish to be reinstated, they will be subject to the [\\$100 reinstatement fee](#).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](mailto:support@ace.edu), by calling 1-800-280-0307 Option 1, or via web chat at [www.ace.edu](http://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).

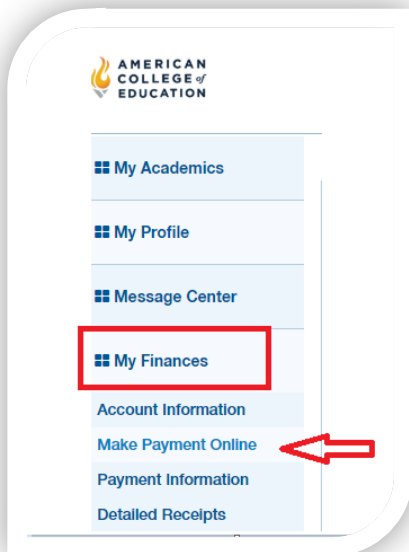


Figure 1

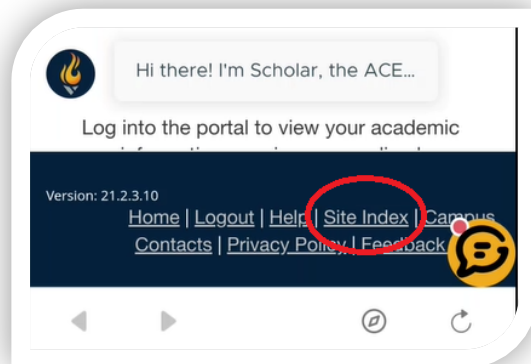


Figure 1a

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

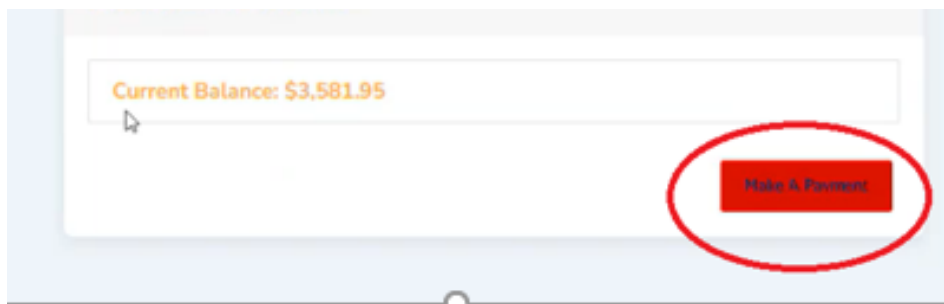
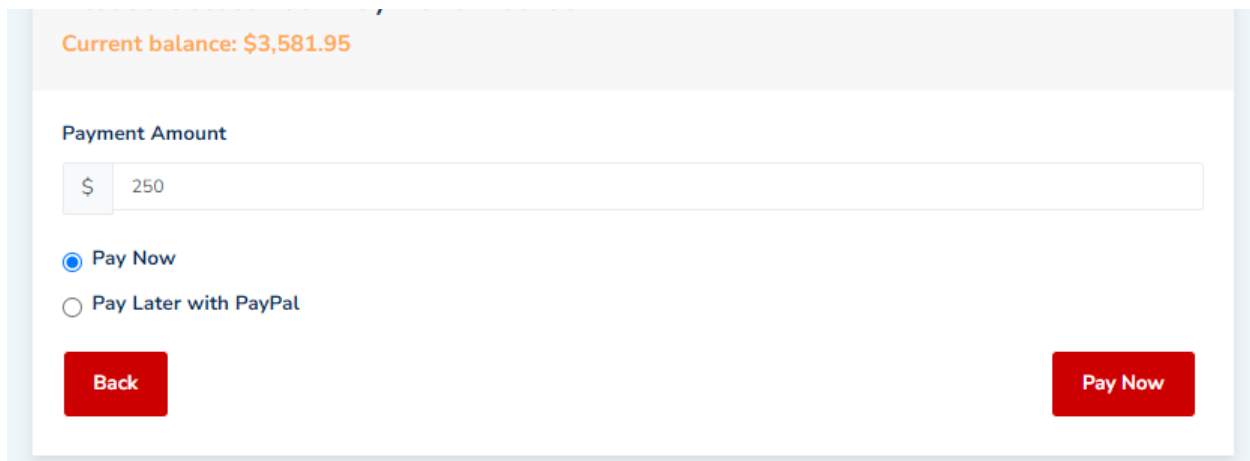


Figure 3

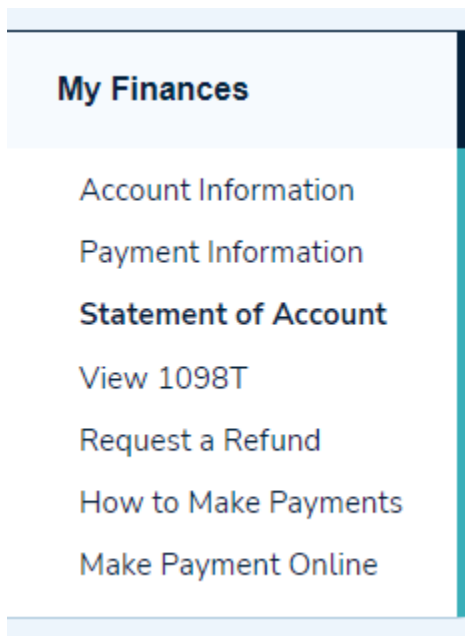
You now have two options- Pay Now or Pay Later though PayPal (Figure 4):



The screenshot shows a payment interface. At the top, a grey bar displays 'Current balance: \$3,581.95' in orange text. Below this, the 'Payment Amount' section features a text input field with a dollar sign icon and the value '250'. Underneath the input field are two radio button options: 'Pay Now' (which is selected) and 'Pay Later with PayPal'. At the bottom of the form are two red buttons: 'Back' on the left and 'Pay Now' on the right.

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)



The screenshot shows a sidebar menu titled 'My Finances'. The menu items are: 'Account Information', 'Payment Information', 'Statement of Account' (which is highlighted with a dark blue bar), 'View 1098T', 'Request a Refund', 'How to Make Payments', and '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 >>**.

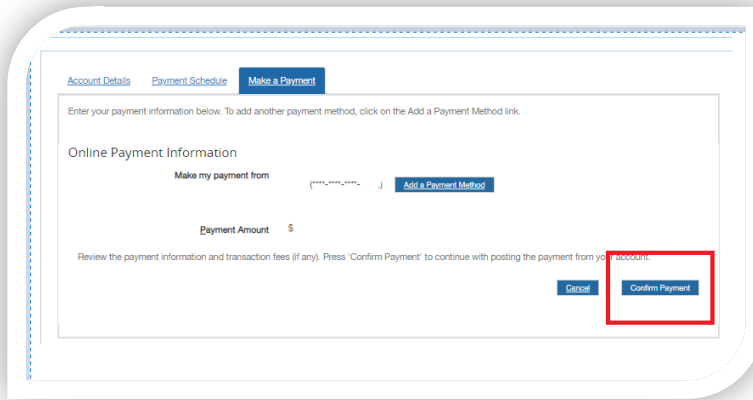
You will be routed to PayPal (Figure 7) where you will enter your credit card information.

**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**.

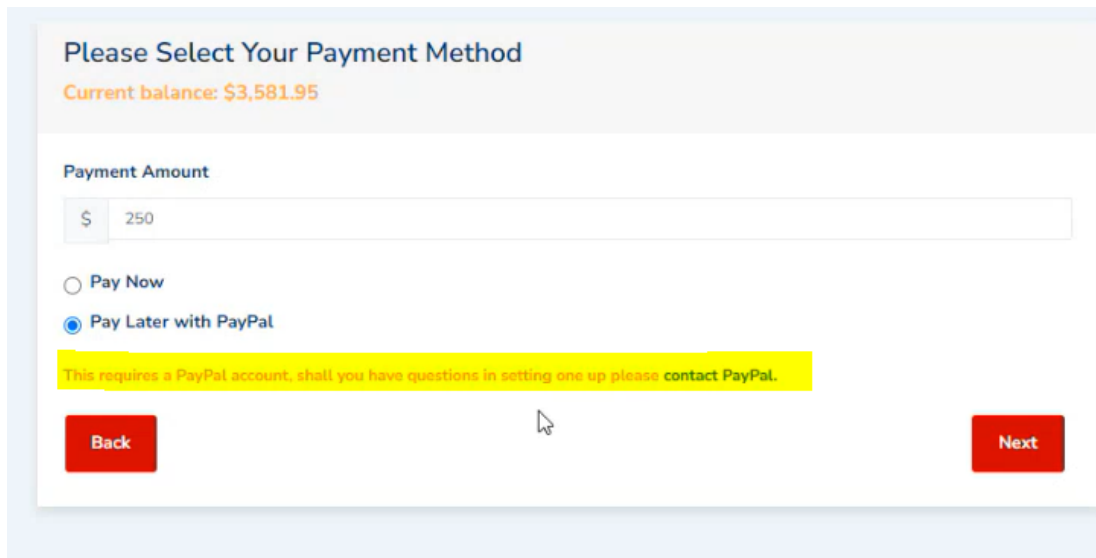


The screenshot shows a web interface for making a payment. At the top, there are three tabs: 'Account Details', 'Payment Schedule', and 'Make a Payment', with 'Make a Payment' being the active tab. Below the tabs, a message says: 'Enter your payment information below. To add another payment method, click on the Add a Payment Method link.' The main section is titled 'Online Payment Information'. It contains a form with a label 'Make my payment from' followed by a dropdown menu showing '\*\*\*\*\*' and a blue button labeled 'Add a Payment Method'. Below this is a 'Payment Amount' field with a dollar sign and a blank space. At the bottom, a message reads: 'Review the payment information and transaction fees (if any). Press 'Confirm Payment' to continue with posting the payment from your account.' There are two buttons at the bottom: 'Cancel' and 'Confirm Payment'. The 'Confirm Payment' button is highlighted with a red rectangular box.

Figure 8

### PayPal Pay Later Options-

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



The screenshot shows a web interface titled 'Please Select Your Payment Method'. At the top, it displays 'Current balance: \$3,581.95'. Below this, there is a 'Payment Amount' section with a text input field containing '\$ 250'. Underneath, there are two radio button options: 'Pay Now' and 'Pay Later with PayPal'. The 'Pay Later with PayPal' option is selected, indicated by a blue dot. Below the radio buttons, there is a yellow banner with the text: 'This requires a PayPal account, shall you have questions in setting one up please contact PayPal.' At the bottom of the screen, there are two red buttons: 'Back' and 'Next'. A mouse cursor is visible over the 'Next' button.

Figure 9

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

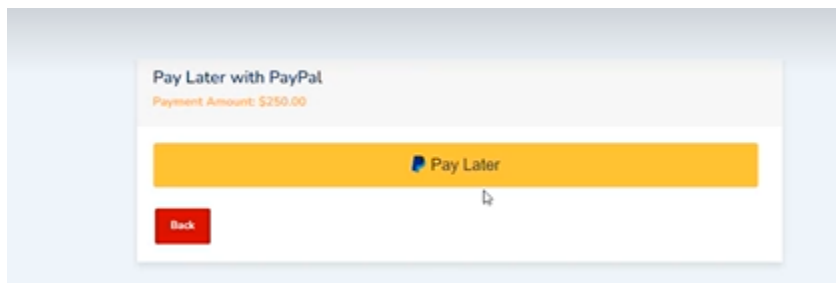


Figure 9a

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.

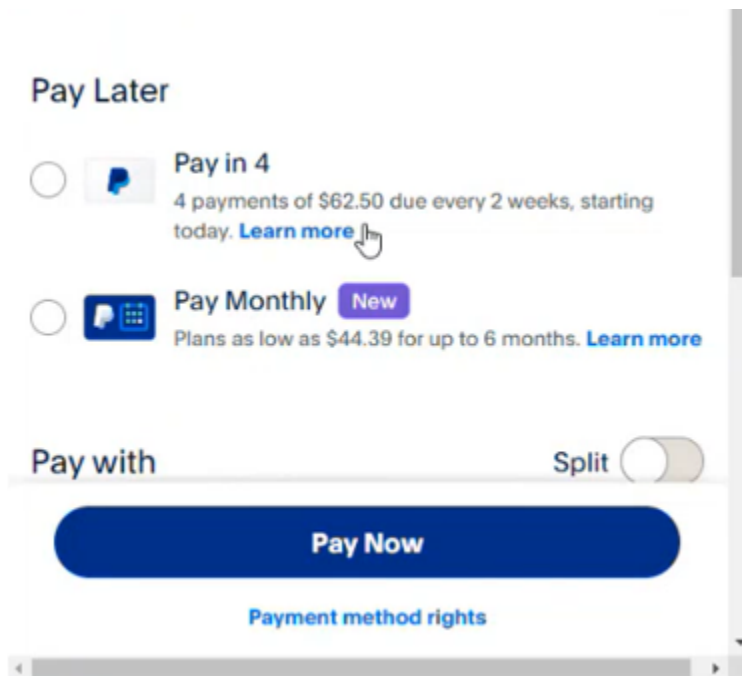


Figure 10

**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**.

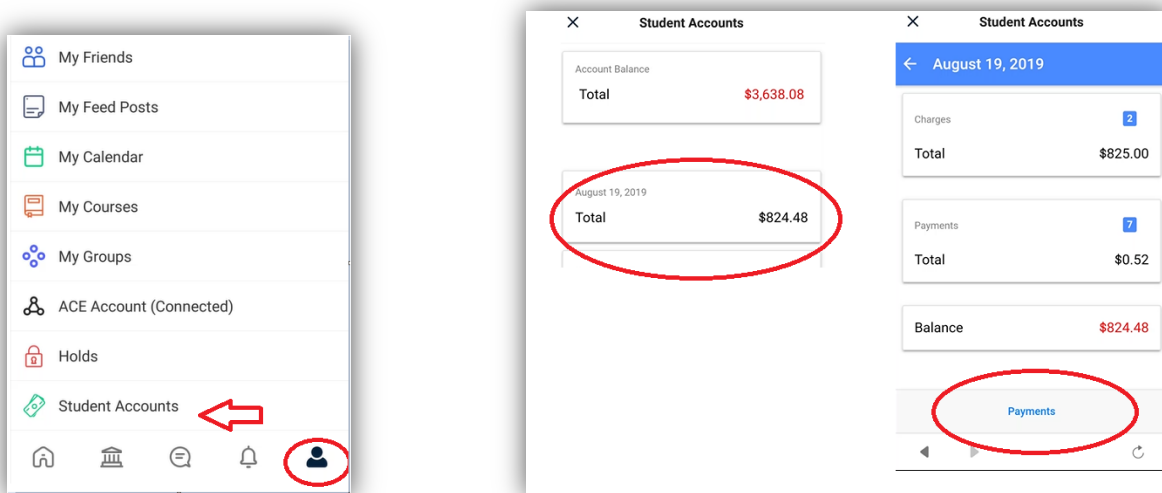


Figure 11

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).



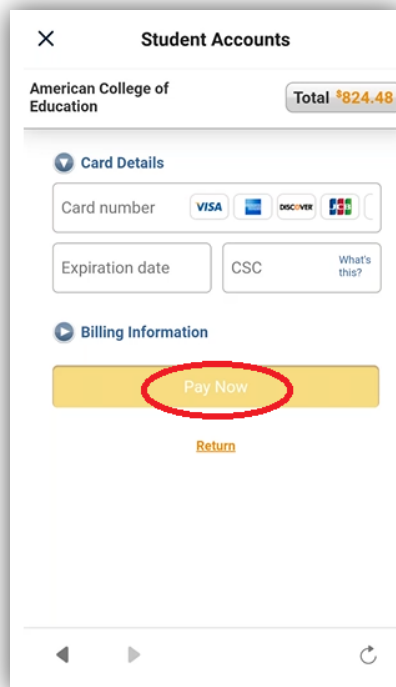
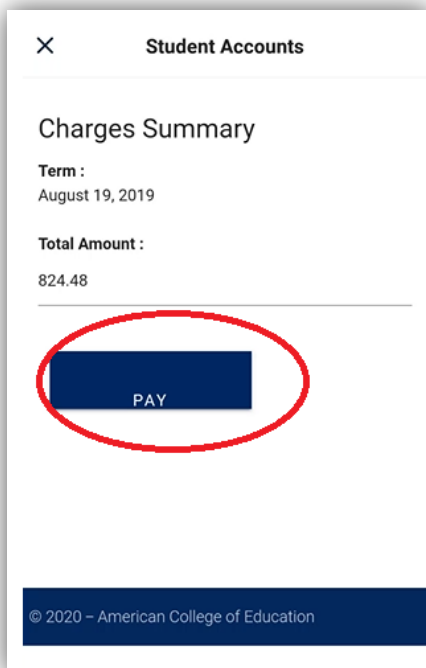


Figure 12