Paying your tuition and student fees in TouchNet: Credit card and Signature Debit card payment

About TouchNet
UBC uses TouchNet as a payment tool for tuition and student fees, as well as Student Direct Stream (SDS) tuition prepayments. TouchNet is replacing other forms of ePayment, such as International Funds Transfer via Convera and Interac Online.

Receipts for payments made in TouchNet are only available in TouchNet, not in Workday.

Accepted credit and debit card payments
TouchNet accepts Visa, Mastercard, as well as major banks’ Visa Debit and Mastercard Debit cards. Keep in mind that each credit and debit card payment is subject to a non-refundable convenience fee:

- **Visa and Mastercard**: 2.5% convenience fee or $3.00 minimum, whichever one is greater
- **Visa Debit and Mastercard Debit**: 1.5% convenience fee or $3.00 minimum, whichever one is greater

How to pay with a credit card
First, go to your Finances App

1. Log into your Workday account at myworkday.ubc.ca.
2. On the right side of the page, in the “Your Top Apps” menu, click the “Finances” app.
Review your current outstanding balance

In the Finances app, you will be taken to the “Finances” page by default.

On the left side of the page, under “Account Activity”, your “Due Now” balance will be listed. This balance includes charges that are past due or due within the next 30 days.

If there are any changes in your registration, program of study, or citizenship on your account, your account balance will be updated the following day.

You can make payments toward your “Due Now” balance, but not charges due in the future.
Next, go to TouchNet

In the “Tuition and Fees” menu to the right, click the “Make a Payment: TouchNet Payment Centre” link. You will be redirected to the TouchNet homepage, which is a separate app from Workday.
Make a payment

1. Once on the TouchNet homepage, you will see your current outstanding balance listed as “Due Now” in the Student Account box. Click the dark blue “Make Payment” button.

2. On the “Account Payment” page, enter the amount you want to pay in the field under “Amount Due”. You have the option to make a full or partial payment.
   - For a Visa or Mastercard credit card payment, there is a non-refundable convenience fee of 2.5% or $3.00 minimum. For debit card payment, there is a non-refundable convenience fee of 1.5% or $3.00 minimum.

3. Click the blue “Continue” button to the lower right.
4. If you've previously designated your pre-authorized debit bank account as your default payment method, you will be prompted to pay with this method automatically. To change to credit or debit card, you can click the blue “Cancel” button on the CAD Pre-Auth Debit Payment Agreement, and select “Credit Card via PayPath” from the “Method” dropdown list.

5. Click the dark blue “Continue” button to the lower right.
You will be brought to a confirmation screen, where you can review your payment information, payment amount, and the terms and conditions. After confirming your information, click the dark blue “Continue to PayPath” button to the lower right.

You’ll now complete the payment in the “PayPath” Payment Service. Follow the instructions in the new window to complete the payment transaction.
Thank you for using PayPath

A payment was processed and posted successfully to your University of British Columbia session. A confirmation email was sent to janeytest00001@alumni.ubc.ca.

Your credit card statement will reflect two transactions with the following names:
- "PayPath University of British Columbia"
- "PayPath Conv. Fee"

Receipt Information

Payment to University of British Columbia:
PayPath Payment Service Fee:
Total payment amount:

School name:
Payer name:
Email address:
Phone number:
Card:
Date and time:
Browser internet address:
Reference number:
98278369 receipt ID:

The following accounts will receive the corresponding credit:
Student ID
Confirm your payment

After you've paid, you will be returned to the TouchNet confirmation page, which summarizes payment receipt details. While a receipt will be sent to your email, you have the option to print this page for your records.

Account Payment

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Your payment in the amount of $50.00 was successful. A confirmation email was sent to , Please print this page for your records. To view all payments, go to My Account > Payment History.

Payment date: 23-03-09
Amount paid: $50.00
Student name: 

Paid to: University of British Columbia
Brock Hall
East Mall
Vancouver, BC V6T 1Z1
CANADA

Account number: xxxxxx56
Name on account: 

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Account Payment

Thank you for your payment via PayPath.

Your payment through PayPath in the amount of $1,000.00 was successful.

Payment date: 24-05-16
Amount paid: $1,000.00
Student name: Jane Smith

Paid to: University of British Columbia
Brock Hall
East Mall
Vancouver, BC V6T 1Z1
CANADA

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Check your Account Activity

Lastly, return to Workday and refresh your browser. Your “Due Now” balance will be updated and you will see a new transaction in your Account Activity reflecting your payment.

You can click on the “View Statement” button for more information.

Additional resources

- Viewing your account activity: Tuition amounts and payments
- Setting up your pre-authorized debit account in TouchNet
- Paying your tuition and fees in TouchNet: TransferMate payment
- Paying your tuition and fees in TouchNet: Pre-authorized debit
- Setting up your direct deposit in Workday