

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

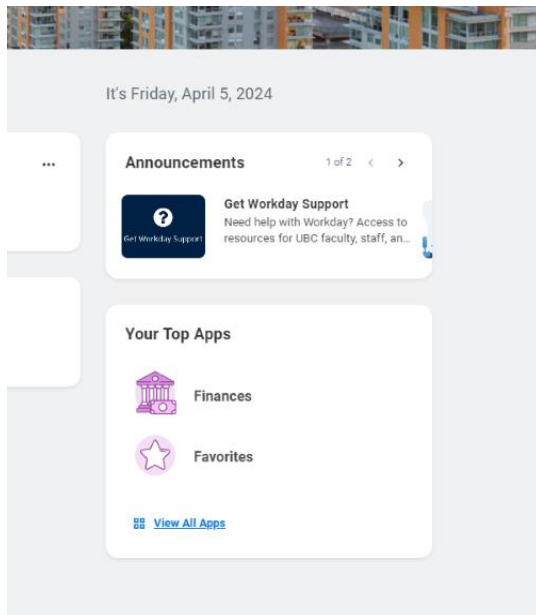
TouchNet accepts Visa, Mastercard, as well as major banks' Visa Debit and Mastercard Debit cards. Keep in mind that each credit and debit card payment is subject to a non-refundable convenience fee:

- **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.

The screenshot shows the 'Finances' section of a Workday interface. At the top, there is a purple header with a back arrow and the word 'Finances'. Below this, the 'Finances' title is repeated. The main content area is divided into two primary sections: 'Account Activity' and 'Outstanding Charges'.
Account Activity: Displays a 'Total Account Balance' of 9,935.48 and a 'Due Now' amount of 9,935.48. A 'View Statement' button is present, along with a 'View Details' link.
Outstanding Charges: Shows 'Past Due' as 9,935.48, and both 'Current Due' and 'Future Due' as 0.00.
Right-hand menu: Contains several categories with expandable options:

- Tuition and Fees:** View Account Activity, Make a Payment: Touchnet Payment Centre, View Statement
- Banking Details:** Direct Deposit (Payment Elections)
- Learner Financial Support:** Learner Financial Support Materials
- Help and Links:** Tuition Payment Options - Vancouver, Tuition Payment Options - Okanagan

At the bottom, there is a Workday logo and a system status message: '© 2024 Workday, Inc. All rights reserved. System Status: Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, May 17, 2024 at 9:00 PM Eastern Time (Toronto) (GMT-4) until Saturday, May 18, 2024 at 9:00 AM Eastern Time (Toronto) (GMT-4).'

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.

This is a close-up of the 'Tuition and Fees' menu from the screenshot above. It shows three items with right-pointing chevrons:

- View Account Activity
- Make a Payment: Touchnet Payment Centre
- View Account Statement

The 'Make a Payment: Touchnet Payment Centre' item is the one to be clicked according to the instructions.

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.

The screenshot displays the UBC TouchNet Student Account interface. At the top, the UBC logo and 'THE UNIVERSITY OF BRITISH COLUMBIA' are visible on the left, and 'Logged in as: Hayley Banks | Logout' is on the right. A navigation bar below contains links for 'My Account', 'My Profile', 'Make Payment', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three sections: 1. 'Announcement' on the left, featuring a 'TransferMate' logo and text about international transfers. 2. A central 'Student Account' box with a yellow header containing two tips: 'Save time when paying. Set up a preferred payment profile in the Payment Profile page.' and 'To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.' Below this, the 'Student Account' box shows 'ID: xxxx8369' and 'Due Now \$10,945.48' with a prominent blue 'Make Payment' button. 3. 'My Profile Setup' on the right, listing options like 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. A dark blue footer at the bottom contains the text 'DPP Terms of Use'.

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.

UBC Graduate and Postdoctoral Studies

- 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.

Account Payment

Amount Method Confirmation Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information		
Payment Date	2024-05-06	
Term	Account	Amount
2023-24 Winter Term 1 (UBC-V)	UBC-V	\$10.00
Total Payment Amount		\$10.00
Change Amount		

Paid To	
University of British Columbia Brock Hall East Mall Vancouver, BC V6T 1Z1	

Confirmation Email	
hayley.banks14@gmail.com.dummy	

Selected Payment Method	
Account:	TOUCHNET PAYPATH
Change Payment Method	

By selecting the Continue to PayPath button, you are agreeing to the [Terms Of Use](#).

[Back](#) [Cancel](#) [Continue to PayPath](#)

- You'll now complete the payment in the "PayPath" Payment Service. Follow the instructions in the new window to complete the payment transaction.

THE UNIVERSITY OF BRITISH COLUMBIA

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for University of British Columbia student accounts. A non-refundable PayPath Payment Service fee of 2.50% for Credit Cards or 1.5% for Debit Cards or a minimum of \$3.00, which ever one is greater, will be added to each payment made. This fee is non-refundable under any circumstance. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts Pre-Authorized Debit payments outside of this service without charge.

Transaction Details		
Student ID	Term to credit	Amount
98278369 - UBC-V	ACADEMIC_PERIOD-3-280	\$10.00

PayPath Payment Service accepts:

[Cancel](#) [Continue](#)

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PayPath Payment Amount - Google Chrome

test.paypath.touchnet.net:5443/C30006rest_paypath/web/payamntinfo.jsp

Hayley Banks | Logout

THE UNIVERSITY OF BRITISH COLUMBIA

My Account My Profile

PayPath® Payment Services

Amount Payment Confirmation Receipt

Payment Amount Information

In addition to the amount paid to University of British Columbia, a non-refundable PayPath Service Fee of 2.50% or a minimum of \$3.00 will be added for a credit card payment. For a Debit Card payment, 1.5% or a \$3.00 minimum will be added. You will have an opportunity to approve the complete transaction before submitting payment. The Paypath Service Fee is not included in the amount below.

Payment amount:	\$10.00
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Cancel Continue

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PayPath® Payment Services

Amount Payment Confirmation Receipt

PayPath Payment Service accepts:

VISA Mastercard

Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date: MM YYYY

Card security code: CVV [What is this?](#)

Billing Address

Check if address is in the United States:

Email address:

Confirm email address:

Phone number: (optional)

Cancel Continue



Review Your Payment Transaction

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to University of British Columbia:	\$10.00
PayPath Payment Service Fee	\$3.00
Total payment amount:	\$13.00
School name:	University of British Columbia
Payer name:	Hailey Bank
Email address:	hailey.banks@gmail.com.dummy
Phone number:	Not entered
Card account number:	xxxxxxxxxx7011
Browser internet address:	50.68.25.245
Business correspondence address:	Global Payments Canada GP PO Box 4010, Etobicoke B Etobicoke, ON M9W 7H8 CANADA

Terms and Conditions

I hereby authorize charges totaling \$13.00 via my credit/debit card. I understand that a PayPath Payment Service fee of \$3.00 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

[Change Information](#) [Cancel](#) [Submit Payment](#)



Amount



Payment

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.u

Your credit card statement will reflect two transactions with the following descriptions:
"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



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

Payment date:	23-03-09	Paid to:	University of British Columbia Brock Hall East Mall Vancouver, BC V6T 1Z1 CANADA
Amount paid:	\$50.00	Account number:	xxxx456
Student name:	[redacted]	Name on account:	[redacted]

Print

Account Payment

Thank you for your payment via PayPath.



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

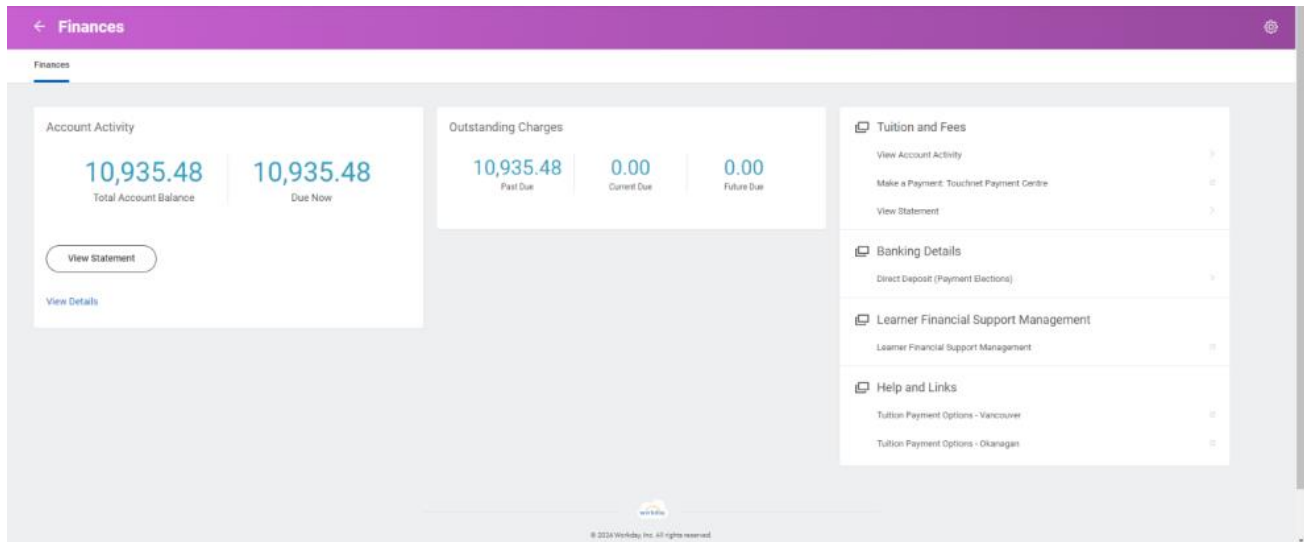
Confirmation Number:	Displayed on the PayPath receipt		
Payment date:	24-05-16	Paid to:	University of British Columbia Brock Hall East Mall Vancouver, BC V6T 1Z1 CANADA
Amount paid:	\$1,000.00		
Student name:	Jane Smith		

Print

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](#)