

Paying your tuition and student fees in TouchNet: Pre-authorized debit

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.

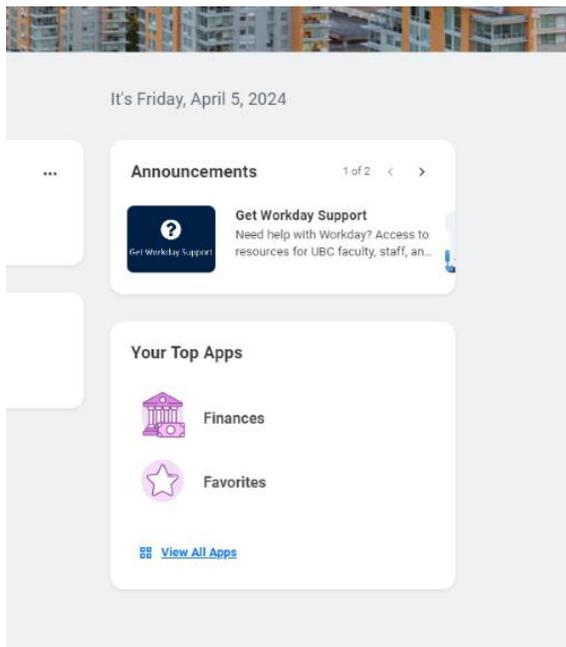
Receipts for payments made in TouchNet are only available in TouchNet, not in Workday.

How to pay with pre-authorized debit

Before going through the steps in this tutorial, you will need to set up your pre-authorized debit account from your Canadian bank account in TouchNet.

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.

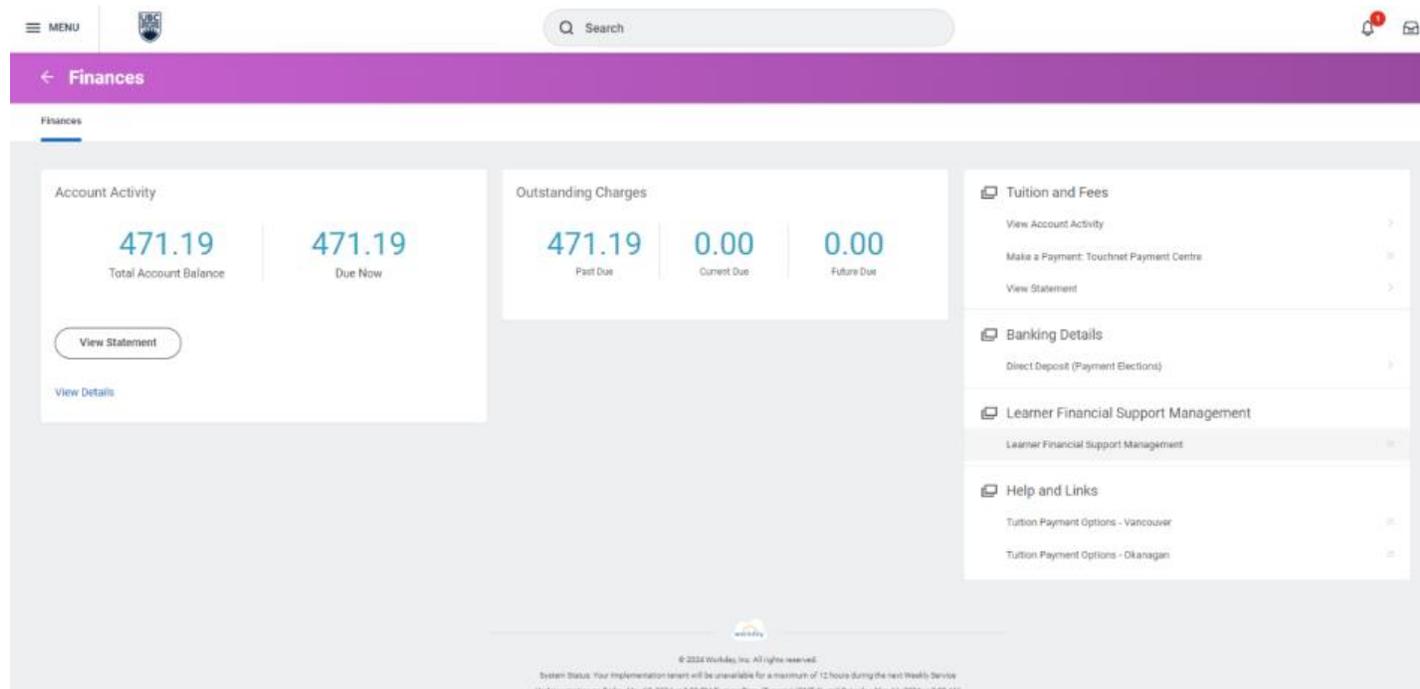


Review your current outstanding balance

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

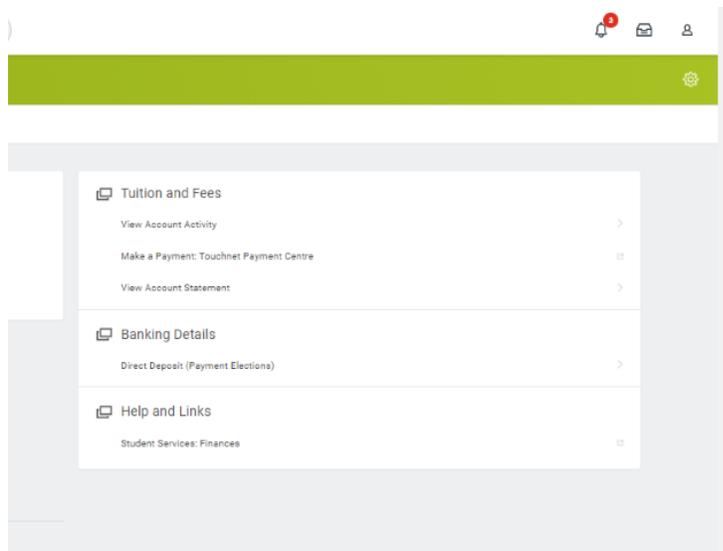
On the left side of the page, under “Account Activity”, your “Due Now” balance will be listed. This balance includes charges that are past due or due within the next 30 days.

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



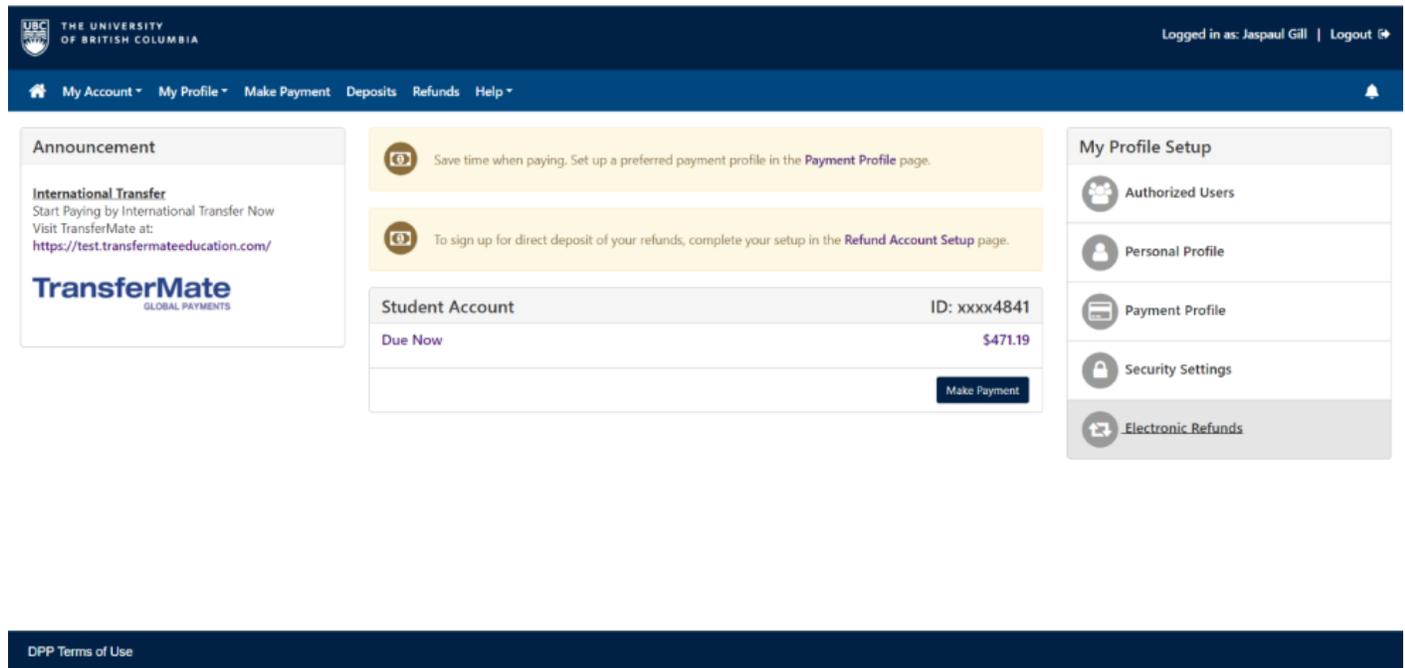
Next, go to TouchNet Payment Centre

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.
3. Click the blue “Continue” button to the lower right.

Account Payment

Amount Method Confirmation Receipt

Payment Date: 23-03-09

Amount Due
Enter amount to include in the payment total.

UBC-V | \$2,608.61 \$ 50

(UBC-V)	\$50.00
Payment Total	\$50.00

[Continue](#)

- On the next page, select "My PAD Account" from the "Method" dropdown list.
 - If you've previously designated your pre-authorized debit bank account as your default payment method, you'll be directed straight to the "Account Payment" screen to pay with this option.
 - You can change the payment method by clicking the "Change Payment Method" button under the "Selected Payment Method" in the next screen.
- Click the dark blue "Continue" button to the lower right.

THE UNIVERSITY OF BRITISH COLUMBIA Logged in as: Jaspaul Gill | Logout

My Account My Profile Make Payment Deposits Refunds Help

Account Payment

Amount: \$471.19

Method: * **CAD Pre-Auth Debit**

- Select Method
- Credit Card
- Credit Card via PayPath
- Other Payment Methods
- TransferMate INTL
- CAD Pre-Auth Debit

*A non-refundable PayPath * Indicates required information * Indicates required information

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

CAD Pre-Auth Debit - Payments can be made from a personal chequing or savings account.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

- Follow the instructions to complete the payment transaction.

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 "Submit Payment" button to the lower right.

Account Payment

Amount — Method — Confirmation — Receipt

<div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment Information</p> <p>Payment Date: 2023-03-09</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Term</th> <th>Account</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2022-23 Winter Term 2 (UBC-V)</td> <td>UBC-V</td> <td>\$50.00</td> </tr> </tbody> </table> <p>Total Payment Amount \$50.00</p> <p style="text-align: right;">Change Amount</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Selected Payment Method</p> <p>Account: CAD PRE-AUTH DEBIT - "My PAD acct" xxxx456</p> <p>Billing Address: 2601 East Mall Vancouver, BC V6T 1Z4</p> <p style="text-align: right;">Change Payment Method</p> </div>	Term	Account	Amount	2022-23 Winter Term 2 (UBC-V)	UBC-V	\$50.00	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Paid To</p> <p>University of British Columbia Brock Hall East Mall Vancouver, BC V6T 1Z1</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Confirmation Email</p> <p>[Redacted]</p> </div>
Term	Account	Amount					
2022-23 Winter Term 2 (UBC-V)	UBC-V	\$50.00					

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

Back Cancel Submit Payment

Confirm your payment

You will be brought to a confirmation page summarizing 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

Amount — Method — Confirmation — Receipt

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.

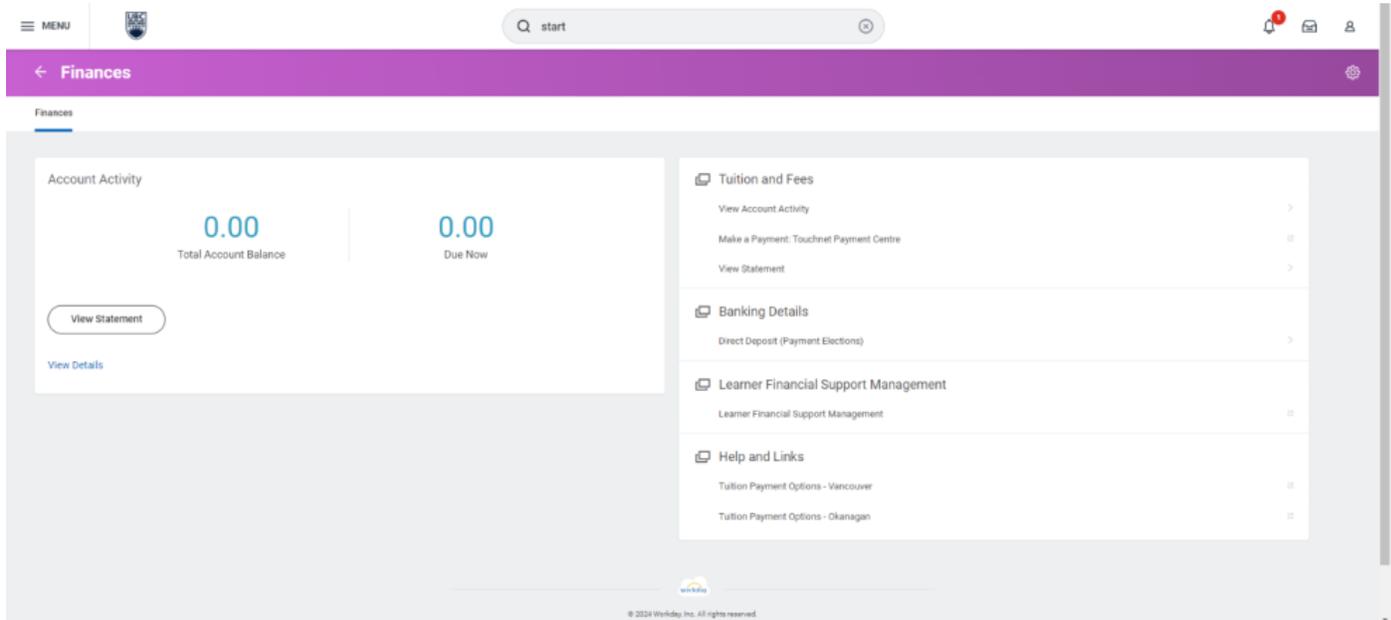
Payment date:	23-03-09	Paid to:	University of British Columbia Brock Hall East Mall Vancouver, BC V6T 1Z1 CANADA
Amount paid:	\$50.00	Account number:	xxxx456
Student name:	[Redacted]	Name on account:	[Redacted]

Print

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

- [Setting up your pre-authorized debit account in TouchNet](#)
- [Viewing your account activity: Tuition amounts and payments](#)
- [Paying your tuition and fees in TouchNet: TransferMate payment](#)
- [Paying your tuition and student fees in TouchNet: Credit card payment](#)
- [Setting up your direct deposit in Workday](#)