



# Student Accounts Office

The Student Accounts Office is an office able to assist with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waivers, tax forms, outside scholarships, refunds, and more.

## Important Links:

[Student Accounts Office Website](#)

[Webpage for payment and account information](#)

[Student self-service portal](#)

# Billing Due Dates & Late Fees

## **Billing Due Date**

Fall 2024: August 1, 2024

If you register after the billing due date, payment for your bill is due upon registration

\*You will be subject to a \$200 late fee if you have not made payment by the billing due date

# Billing & Payment

## [Pay your bill online](#)

### **What are the acceptable methods of payment?**

Check, Money Order, Wire Transfer, Fly Wire, Transfermate, Credit/Debit Card

### **Can payments be made over the phone?**

No. Payments can only be made online (credit/debit card or electronic check), in-person or via mail (check or money order)

# Billing & Payment

## **Payment Processing Center:**

Payments may be made at the Student Accounts Office or mailed to:

Pace University Payment Processing Center  
161 William Street, 8<sup>th</sup> Floor, New York, NY 10038

## **Online Via the Student Accounts website.**

Electronic Check: requires Routing and Account Numbers

Credit/Debit Card: 2.95% Service fee assessed by TouchNet.

You can [view real-](#)

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**Students are informed via their Pace-issued email once their semester bill is available**

# Payment Plans

**Payment Plans for Fall 2024 are available through the payment portal.**

## **Enrollment Information**

To Enroll in a Payment Plan, [go to the Payment Portal](#)

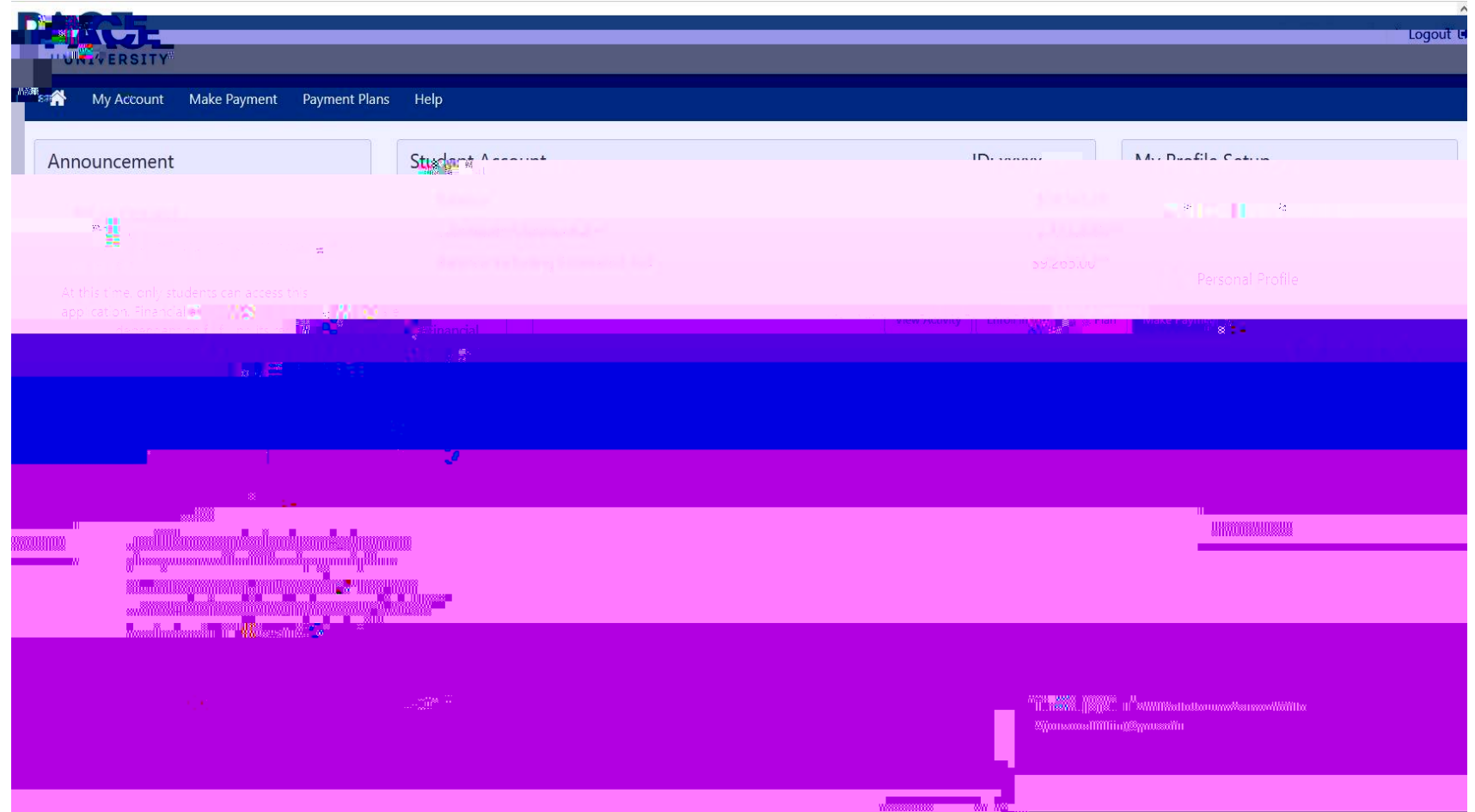
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Get more [information on billing and payment and payment plans](#)

# Payment Portal Navigation

## Payment Portal Home page

- ” Make a payment
- ” Enroll in a payment plan
- ” Access your Bill on Demand
- ” View Account Activity
- ” Add an Authorized User







# Health Insurance

**Student must submit a health insurance waiver each new ACADEMIC year.**

# NYS Aid & Outside Scholarships

For New York State residents seeking New York State Aid, students must apply through [New York State Higher Education Services Corporation \(HESC \) website](#)

If a student intends to receive an outside scholarship, they should ensure that they provide a letter informing the Student Accounts Office of the anticipated scholarship amount

All outside scholarship payments should be mailed to the Payment Processing Center

# Immunization Compliance

**requirements to access campus for the Fall 2024 term.**

# Immunization Compliance

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, submit proof/documentation of immunization.

## MMR

Measles: Two (2) doses given after your first birthday and at least 28 days apart (the first dose is considered Day 0)

Mumps: 1 dose after first birthday

Rubella: 1 dose after first birthday

Or, show proof of immunity to measles, mumps and rubella by taking a blood antibody titer test.

## Meningitis

Students must also document that they either have received the meningitis vaccine within the last five years or have declined to receive it.

Get more information regarding [New York State immunization requirements](#)

# Immunization Compliance

**Fall 2024 Deadline:** August 1, 2024

All students must submit all proof/documentation of their immunization records through the patient portal website:  
[www.pace.edu/patientportal](http://www.pace.edu/patientportal)

Please allow 7 business days for immunization document submission to be reviewed and your account updated. Students will be notified by email when documents have been reviewed.

Contact us by email at [immunization@pace.edu](mailto:immunization@pace.edu) or call (914) 422-4699 with questions regarding your immunization document submission.

# Contact Student Accounts

**Email:** [studentaccounts@pace.edu](mailto:studentaccounts@pace.edu)

**Phone:** (877) 672-1830

[Schedule an Appointment](#)