

Student Billing FAQ

Student Billing

1. Login to **My CTS** (<https://mycts.covenantseminary.edu>) with your student email address and password.
2. Navigate to **My CTS > My Account > My Bill** and click **Pay My Bill**.
3. Click **Payment Plans** on the left-hand navigation. Then, click **View payment plan options**. If you are eligible to enroll in a payment plan, it will be listed here.
4. After reviewing the available plan, click **Enroll in plan**.
5. Review the **Terms and Conditions**, and click **I agree**, then **Continue**.
6. Designate whether you are paying as a **Student** or **Authorized payer on behalf of the student**.
7. **Set up Autopay** by selecting a **Payment method** and agreeing to the **Terms and conditions**. Then, click **Continue**.
8. Review the payment plan settings, then click **Enroll**.

For the deferment plan to be effective for your next payment, the deferment plan should be setup 2-3 days prior to the payment being due. If you set up the deferment plan after the current payment is due, the deferment plan will not be implemented for your current payment. You will need to make a manual payment for your current payment and succeeding payments will use the deferment plan.

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2. Navigate to **My CTS > My Account > My Bill** and click **Pay My Bill**.
3. Click **Make a Payment** on the left-hand navigation.
4. You should see the balance you owe listed in the boxes presented to you. Make sure the amount listed is the amount you wish to pay.
5. When you are ready to proceed, scroll to the very bottom of the page and click **Continue** in the bottom right corner.
6. Choose the account (or add a new one) you would like to use to make this payment. Then click **Continue** in the bottom right corner.
7. Verify the payment information and then click the **Pay** button in the bottom right corner.

For the Spousal Scholarship to apply, the scholarship application form should be completed with Financial Aid on a timely basis. If the form is not completed, you will receive statements until the form has been completed and submitted. However, enrollment fees are not covered by the Spousal Scholarship and are still due to be paid.

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2. Navigate to **My CTS > My Account > My Bill**.

Here you will see a record of all debits and credits on your account. Pending charges will also be listed (e.g. if you have pre-registered for future courses).

1. Login to **My CTS** (<https://mycts.covenantseminary.edu>) with your student email address and password.
2. Navigate to **My CTS > Registrar > Demographics** and click **Review and update my demographics**.
3. Follow the on-screen prompts to update and submit your demographic and contact information.

General

1. Login to **My CTS** (<https://mycts.covenantseminary.edu>) with your student email address and password.
2. Navigate to **My CTS > My Account > My Bill** and click **Pay My Bill**.
3. Click **My Account** in the upper left-hand corner.
4. Scroll down to **Payers** and click **Send a payer invitation**.
5. Fill out the **Name** and **Email Address** as well as the **Payer Access** for the third-party.
6. Click **Send Invitation** to invite the third-party to setup an account and make a payment.

Please contact the CashNet Student Contact Line 1-800-339-8131 for technical issues.

1. Go to <https://www.covenantseminary.edu>.
2. At the very bottom of the page, click **Make a Payment**.
3. Login using your **User name** (email address) and **Password**. If you do not know the password for this account, click **Forgot password**.
4. Once you've logged in, click **My Account** in the upper left-hand corner.
5. Under **Notifications**, click **Email Notifications**.
6. Make the desired selection and click **Save**.

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3. Click **Tax Forms** in the left-hand navigation.

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2. Navigate to **My CTS > Registrar > Demographics** and click **Review and update my demographics**.
3. Follow the on-screen prompts to update and submit your demographic and contact information.

Refunds

1. Login to **My CTS** (<https://mycts.covenantseminary.edu>) with your student email address and password.
2. Navigate to **My CTS > My Account > My Bill**.
3. Follow the procedure to **Setup your refund account** if you have not done so already.
4. Click **Request a Refund** and fill out the required information.

You will receive a confirmation email once you have submitted your refund request.

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2. Navigate to **My CTS > My Account > My Bill** and click **Pay My Bill**.
3. This will transfer you to CashNet, our payment processor. When in CashNet, click on **My Account** near the upper left.
4. Scroll down to **Direct Deposit Refunds** and select sign up in the **Student Loan Refund**

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