



St. Mary's College of Maryland  
at Historic St. Mary's City

## Paying your Tuition is Fast, Easy and Convenient when using our Online Payment Options

- ✓ No fee with the E-check option
- ✓ Secure third-party processor to protect your information
- ✓ Immediate confirmation that your payment was received
- ✓ No stamps or overnight postage
- ✓ Payments can be made up until midnight on the due date

### **Electronic Check (e-check) Payments:**

**There is no fee to make an e-check payment.** The payment is simply withdrawn from your checking account the following day. After selecting the e-check payment option when following the steps listed below, you will enter your bank's 9-digit routing number and your account number which are found on the bottom of your regular checks.

### **Credit Card Payments:**

**For a convenience fee of 2.75% of the transaction,** you may pay your tuition with a credit card. (The entire amount of the convenience fee goes directly to CashNet, a third-party payment processing company, and does not benefit the College.) MasterCard, Discover, Diners Club and American Express are accepted; however, **CashNet cannot accept VISA cards due to restrictions imposed by VISA.**

### **How to Pay Online as a Student:**

- Go to the SMCM Portal <https://seahawks.smcm.edu/ics>. Log in using the username and password. (See below for special instructions for parent/authorized payer login.)
- Click the "My Student Account" tab toward the top of the page.
- Find the "My Bill, Spring 2010" information.
- Click the "Make a Payment" link.
- You are now on the CashNet site. Click the "Click Here to Make a Payment" link.
- Click on the "Total Amount Due" option.  
(Total amount due is the net of accepted/approved Financial Aid)
- A window will open for you to proceed with the checkout process. When you are finished, your payment will be processed by CashNet momentarily.

If you encounter problems during the online payment process, please contact **CashNet Support at 1-800-231-9182.**

### **How to Pay Online as a Parent/Authorized User:**

- **Student is required** to establish login and password for parent/authorized users.
- Student will access the SMCM Portal <https://seahawks.smcm.edu/ics>. Log in using the username and password.

- Click the “My Student Account” tab toward the top of the page.
- Find the “My Bill, Spring 2010” information.
- Click the “Make a Payment” link.
- You are now on the CashNet site. Locate “Parent PINs” and select “add new.”
- Student will create login and enter e-mail information for the parent/authorized user.
- Email will be sent to email address provided with login and password information.
- Link to make a payment will be included in e-mail.
- Log in using this link to enter the CashNet site.
- Click the “Click Here to Make a Payment” link.
- Click on the “Total Amount Due” option.  
Total amount due includes accepted/approved Financial Aid
- A window will open for you to proceed with the checkout process. When you are finished, your payment will be processed by CashNet momentarily

**Traditional Payment Options:**

If you are unable to use these online options, you may still pay your tuition by mailing your check or money order payable to SMCM to the following address:

**St. Mary’s College of Maryland  
Attn: Cashier  
18952 E. Fisher Rd.  
St. Mary’s City, MD 20686-3001**