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Enrollment Services • 21000 W 10 Mile Road • Southfield, MI 48075 • (248)204-2280 • Fax (248)204-2228

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## **INSTRUCTIONS TO MAKE A PAYMENT ON BANNERWEB**

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**Please read the instructions below to make a Visa, MasterCard or Discover payment on your student account using BannerWeb:**

- ◆ Go to [www.my.ltu.edu](http://www.my.ltu.edu).
- ◆ Select the "**BannerWeb**" tab.
- ◆ Click "**Login to Secure Area**".
- ◆ Enter your "**Username**" [This is your 9-digit student number. Alumni use 5-digit student number with a 0 (zero) in front of it]
- ◆ Enter your 6-digit "**Pin**". (The first time you log on to BannerWeb your pin is your "**Date of Birth**" in the format: **MMDDYY**.)
- ◆ Click "**Login**".
- ◆ Select "**Student Services and Financial Aid**".
- ◆ Select "**Student Records**".
- ◆ Select "**Account Summary**".
- ◆ Scroll down to the bottom screen to access the "**Option to Pay**" with a credit card.

If you have any further questions regarding your student account, please contact **Enrollment Services at (248)204-2280**, or you can make payment at the **One Stop Center (C304)** in the A. Alfred Taubman Student Service Center Monday and Tuesday, 8 am to 6:30 pm and Wednesday through Friday, 8 am to 4:30 pm. **Please note: Payment information can also be faxed to Student Accounting at (248)204-2228 or over the telephone by calling (248)204-2175.**

### **Fall Tuition Due Dates:**

**1<sup>st</sup> half by August 15<sup>th</sup>**  
**Balance by September 15<sup>th</sup>**

### **Spring Tuition Due Dates:**

**1<sup>st</sup> half by January 15<sup>th</sup>**  
**Balance by February 15<sup>th</sup>**

### **Summer Tuition Due Dates:**

**1<sup>st</sup> half by May 15<sup>th</sup>**  
**Balance by June 15<sup>th</sup>**

**Please note: Financial Aid distribution, refunds, and tuition vouchers are not processed until after the semester's 100% refund period has ended.**