



Paying for LCC Classes

16. In Self-Service Banner, click on **Registration Tasks** and then click **View My Tuition and Fees**. Make sure you are being charged the correct tuition based on your residency status. You can check your residency status in the Profile tab of myLCC. To change your residency status, go to <https://lcc.edu/admissions-financial-aid/registrar/forms.html> and click on the Student Declaration of Residency form.
17. From the bottom of the page, **click on Registration Tasks** and then click **Select Your Payment Method**. Note: Credit or Debit card information will be required.
18. Click on the **I Agree** button to open TouchNet.
19. If you have not set up your refund method, you will be prompted to do so before paying your tuition bill. A bank account number and bank routing number will be required.
20. You will have a choice to **Make a Payment** or **Enroll in Payment Plan**.
21. To pay your bill in full, click on the **Make a Payment** button.
 - a) Click Semester/Year. Click **Continue** button.
 - b) Select method. Click **Continue** button.
 - c) Fill out Account Information (Credit/Debit card). Click **Continue** button.
 - d) Read **Payment Plan Agreement**.
 - e) Click **I agree to the Terms and Conditions**. Click **Continue** Button.
 - f) View and print your receipt.
22. To sign up for a payment plan, click on the **Enroll in Payment Plan** button.
 - a) Click the **Enroll Now** button. Select the term (Fall, Spring, Summer).
 - b) Carefully review the available payment plan options, as you cannot change plans once one is established. Click on the **Select Payment Plan** drop down menu, click on your desired option, and click **Select**.
 - c) Click **Continue**, then **Display Schedule**. Information about payment due dates and amounts will be displayed. Click **Continue**.
 - d) Click on the **Payment Method** drop down menu, and click on your desired payment method—New Credit or Debit Card or existing card information.
 - e) Enter new credit or debit card information, click **Continue**, then put in the cardholder's billing information. Click **Continue** again.
 - f) Agree to the Terms & Conditions, and click **Continue** once more.
 - g) If you have any questions, call Student Finance at 517-483-1272.