ERAU Dual Enrollment
Tuition Payment Guide
Tuition Payment Guide

Tuition for ERAU Dual Enrollment courses can be paid by either the Student or their Parent. Please follow the steps listed below.

Students:

Dual Enrollment students can make a tuition payment through self-service at http://ernie.erau.edu

1. Login to ERNIE and Navigate to the Tools section.

2. Under the Tools Section (Right side of the Page) click on Campus Solutions Student Homepage:

3. On the Student Homepage, click on the Finances tile.
4. Under the **Finances** section, Click on **My Student Account**

5. Click on **Make a Payment - Access Account**
6. Click on **Access Account**

7. Next to “I would like to Pay”, Click on the drop down arrow and select from options listed;
   
   a. **Current Balance Due** – select this option if you are making payment for the amount shown.

   b. **Other Amount** – select this option if you are making payment for an amount different than what’s showing or if you are paying in advance for a charge. Type in the amount of your payment in the box shown to the right of the page then click Continue.

8. Once your selection has been made, Click **Go**

9. Select your **Payment Method** then hit Select:
   
   a. **Credit Card payments** are handled through PayPath. **A non-refundable service fee of 2.85% will be added to your payment.**

   b. **Payments made via ACH (Online Check)** will not have a service fee.
10. Enter all **required information** and hit Continue

**Account Payment**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
<td>Credit or Debit Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Account Information**

* Indicates required fields
- Card account number: 
- Name on card: 
- Card expiration date: 
- Card Verification Value: (View example)

**Cardholder Billing Information**

- International Address?
- Billing address: 
- City: 
- State/Province: 
- Postal Code: 

**Option to Save**

- Save payment method for future use
- Preferred payment method: What is this?

11. Review the information provided and click **Submit Payment**

**Account Payment**

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</table>

**Payment Information**

- Payment Amount: $1.00
- Payment Date: 1/1/15

**Selected Payment Method**

- VISA:
  - Account: xxxxxxxxxxxxxxxxxxxxx
  - Exp: 12/22
  - Billing Address:
    - Paula Hogenmiller
    - 705 First Street
    - Orange City, FL 32763

**Business Correspondence Address**

- EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
- 600 S. CYRE MORRIS RD.
- DAYTONA BEACH, FL 32114-3990
- USA

**Confirmation Email**

- Primary: hogenmiller@eau.edu

By selecting the Submit Payment button, you are agreeing to the Embry Riddle Payment Terms and Conditions.
12. Once your payment is completed, a receipt will be emailed to you.

Once the payment has processed, you will receive a payment confirmation that the account balance has changed. Please allow 24-48 business hours for processing.

If you experience any difficulty setting up or logging into your account, please contact IT Support via http://erau.edu/tech-support or the Dual Enrollment Office.