



Financial Aid Action Steps

Financial Aid Office

Important Reminders:

- **File your FAFSA every year**
 - Pace Priority filing date is November 15
 - Allows for addressing issues early
 - settling bills
 - maximizing gift aid
 - Renewing FAFSA Incentive Award
- **New York State Aid (TAP) – New York State Residents**
 - File [New York State Aid](#) once FAFSA is complete
 - Pace School code 0591

Financial Aid Office

Receive – Review – React

- Log onto Pace Portal to review your Financial Aid award notice
 - Do NOT use your mobile device
- Accept/Decline/Modify your Federal Direct Loans and Federal Work Study (if offered)
- Be sure to check loan type and period

Financial Aid Office

Review Requirements on your Pace Portal

- Sign all Scholarship Agreement forms
- Students sign [Master Promissory Note \(MPN\)](#)
- Students complete [Loan Entrance Counseling \(LEC\)](#)
- Parent complete [loan application](#)
- Parent must also complete [Master Promissory Note](#)
- Additional Requirements...

Financial Aid Office

All Award letters sent via email are sent with instructions on how to access the [Guide to Securing your 2026-2027 Financial Aid](#)

Be sure to read through this short guide for vital information about your FA package



Financial Aid Office

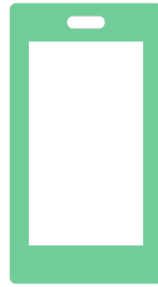
Other Payment Options

- Bills are due August 3, 2026, for Fall
- Private Education Loans
 - [List of lenders](#) used by Pace students
 - If the student is the borrower, they will require a co-signer
- Outside scholarships
 - Visit generic sites like fastweb.com
 - Majority of outside scholarships come from local/community, employer/union, social/religious, fraternity/sorority, etc.

Contact Financial Aid



Email:
financialaid@pace.edu



Phone: (877) 672-1830



[Make An Appointment](#)



Student Accounts

Student Accounts Office

The Student Accounts Office assists with tuition and fees, viewing and paying your statement, immunization compliance, health insurance waivers, 1098T tax forms, outside scholarships, refunds, and more.



Student Accounts Office

Important Billing Information for Fall 2026

- Payment Due Date: August 3, 2026
- Billing and payment information can be found on the [Pace payment webpage](#)

Steps to Pay Your Bill

1. Finalize and Secure Your Financial Aid/Institutional Scholarships
 - Ensure all required documents are submitted and your aid is fully processed
 - You must accept your financial aid awards and satisfy any outstanding requirements via the Pace Portal for your aid awards to be visible on your account and your bill.
2. Arrange any additional funding
 - This may include a 529 Plan, private loans, or other external resources, including third party or a sponsoring company
3. Review and Select Payment Plan Options
 - Choose the plan that benefits your needs – whether it's paying in full or setting up a payment plan.
4. Submit Your Payment
 - Whether you're paying in full or have a selected payment plan, send your payment directly through the Payment Portal or follow the instructions provided.

Arrange Additional Funding

Organizations Covering Payments

If an organization will make payment directly to Pace University, the [Form for Anticipated Payment](#) should be completed. Upon submission and review, the anticipated third-party payment will be credited to the student's bill.

Form for Anticipated Payment is applicable to:

- 529 College Savings Plans
- Outside Scholarships
- Employer Sponsorship
- Governmental Sponsorship

Employer Tuition Reimbursement

For students whose employers will reimburse them directly and will not remit payment directly to Pace:

- Apply for our **Deferred Payment Plan**. Submit the application and supporting documents to have the anticipated value of the reimbursement credited to your account.
- For students with employer reimbursement.
- Approval is required to enroll.
- Enrollment fees and deadlines vary depending on the semester.

Payment Plans

Pace University offers **flexible interest-free payment plans** designed to make education more affordable by spreading tuition costs over several months.

Full Academic Year Plan

- Semester balance divided evenly into monthly installments. Fall semester is paid between June and November. Spring semester is paid between December and May.
- **Enrollment Fee:**
 - \$0 if enroll by July 14, 2026.
 - OR \$75 if you enroll **after** July 14, 2026.

Standard Plan

- Semester balance divided evenly into monthly installments; balance fully paid by October 15, 2026
- **Enrollment Fee:**
 - \$0 if enroll by July 15, 2026, 2026.
 - OR \$50 if enroll **after** July 15, 2026, 2026.

Extended Plan

- Semester balance divided evenly into monthly installments; balance fully paid by December 15, 2026.
- **Enrollment Fee:**
 - \$150 enrollment fee

To explore the available payment plans and choose the one that fits your needs, visit the [Payment Plans Page](#).

View and Pay Your Bill

Viewing and Paying Your bill online is simple:

1. Go to [Payment Portal](#)
2. Select Student Log In or Authorized User Login
3. Select '**View Bill**' To access up-to-date statements OR Select **Make a Payment**

Payment plan enrollment and authorized user setup (student initiated) is also available via the **Payment Portal**.

We encourage students/parents to utilize Payment Portal to make an electronic check/credit card payment as this is the fastest way to make a payment. There is no additional fee to make an electronic ACH payment. Credit cards are subject to a **3.00%** convenience fee.



Student Account Access for Families

Authorized Users- Payment Portal Access

Students can grant parents, guardians, or other third-parties access to view and pay their bill online by adding them as Authorized Users.

- Access granted via [Payment Portal](#)
- **Authorized Users can:**
 - View Account Activity and billing statements
 - Make online payments/enroll in payment plans

Family Education Rights & Privacy Act Disclosure (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA), the University cannot discuss a student's financial or academic records with anyone—including parents or guardians—without the student's explicit permission.

With FERPA consent, third parties may:

- Speak with and/or email Student Accounts about billing and account details
- Receive updates related to the student's financial records

Students can complete the [FERPA Disclosure Form](#)

Health Insurance

Domestic Student Insurance Waiver:

- Health Insurance Waivers can be completed online via the MyPace Portal.
- Log onto My Pace Portal
- Select the “Student Home” Tab
- Select the blue box labeled “Health Insurance”

Please allow 24 hours from submission for your account to update.

Student must submit a health insurance waiver each new ACADEMIC year.

Health Insurance ID Card

Your digital ID card is available on or after your plan effective date

Access Your Digital Card:

- anthem.com
- Sydney Health Mobile App – register using your Student ID number
- Print a copy anytime or show it to your doctor from your smartphone

Request a Hard Copy:

- Call Anthem Customer Service at 1(844) 412-0752 on or after your plan effective date
- Online: Sign into anthem.com → Select ID Cards → Select card → Click Mail

You can also reach out to Academic HealthPlans' Help Center by using the following methods:

- Call 1(855) 314-4942 on or after your plan effective date.
- Visit our [Help Center page](#) at and submit a ticket.

Immunization Compliance

Immunization Compliance Deadline: August 3, 2026

New York State Public Health Law requires that all college and university students enrolled for at least six (6) semester hours or the equivalent per semester, or at least four (4) semester hours per quarter, submit proof/documentation of immunization.

MMR

- Measles: Two (2) doses given after your first birthday and at least 28 days apart (the first dose is considered Day 0)
- Mumps: 1 dose after first birthday
- Rubella: 1 dose after first birthday
- Or, show proof of immunity to measles, mumps and rubella by taking a blood antibody titer test.

Meningitis

- Students must also document that they either have received the meningitis vaccine or have declined to receive it.

Students must submit all proof/documentation of their immunization records through the [patient portal](#)

For more information, check out [New York State immunization requirements](#)

Students must be complaint with New York State's Measles, Mumps, Rubella (MMR) and Meningitis requirements to access campus for the Fall 2026 term.

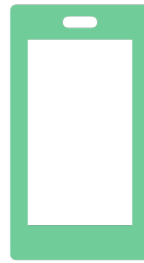
Contact Student Accounts



Email:

studentaccounts@pace.edu

immunization@pace.edu



Phone:

Student Accounts: (877) 672-1830

Immunization: (914) 422-4699



[Make An Appointment:](#)