The College of Saint Rose

Making Payments to Your Student Account

To make an <u>Online Payment</u> using a MasterCard, VISA or Discover card, or through your bank account:

1) Go to bannerweb.strose.edu.

   Students: Select *Login to Secure Area*, enter your ID and PIN and *Login*, then select *Student and Financial Aid*, *Student Payment Center,* and *Student Account Summary.* At the bottom of this page select *Student Account Center.*

   Authorized Users: Select *Login as an Authorized User,* enter your email and password and enter *Login Now*.

2) Click on the *Payments* tab at the top of the screen.

3) Select the green *Make a Payment* field in the middle of the page.

4) Select either *Current Account Balance* (if the amount listed is the amount you wish to pay) or select *Pay by Term*, and indicate the semester and amount that you would like to pay.

5) Select your payment method from the drop-down box, and complete your payment transaction.

To <u>Mail a Payment</u>:

You can mail a check, money order, or your credit card (Discover/MasterCard/Visa) payment information to:

> The College of Saint Rose
> Bursar's Office
> 432 Western Avenue
> Albany, NY 12203

To <u>Fax a Payment</u>:

To access a credit card payment form, go to www.strose.edu, select *Offices and Resources*, *Payment Center*, and then *Student Account Forms*. A completed payment form may be faxed to (518) 454-2054.

To <u>Make a Payment at Our Office</u>:

We accept credit card, check, cash and money order payments at our office, located in the Student Solution Center on the third floor of Saint Joseph Hall. Please call (518) 458-5464 and select option 1 for Bursar's Office, and then 1 again for our office hours.