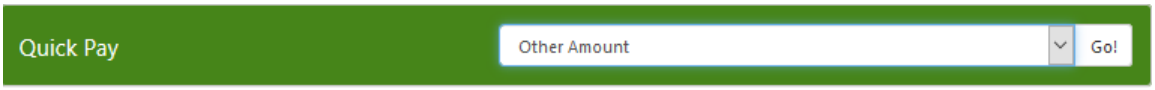
Study Abroad - Make a Hofstra Study Abroad Trip Deposit

Note: Trip deposits should only be made by students who are required to submit a deposit for their approved trip. Enrollment and housing deposit instructions are here.

Log in to the Hofstra portal at my.hofstra.edu and follow these steps:

1. Select the **Menu Icon**

in the upper left corner.
2. Under **Student Services**, select **Student Payment Center**.
3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.
4. In the **Quick Pay** box, select **Other Amount** from the drop-down menu and click Go!



*Or click on the Green **Make Payment** button*

5. Under **Additional Items** scroll to locate the deposit description for your trip. Click on the
button to add the trip payment (***Do not click the*** ***button more than once or you will receive duplicate charges*****).**
6. Confirm the **Additional Item Total** and **Payment Total** at the bottom and click **Continue.**
7. **Select a payment method**.
   a) For a previously saved payment method, click on the drop-down menu and **Select it**.
   b) For a new payment method, from the drop-down menu select **New Electronic Check (checking or savings*)** or **New Credit Card via PayPath****. Then click **Select**.
   c) Enter **Account and Billing Information**. Check **Option to Save** if you want to save this payment method and click **Continue**.
8. Review and click **Submit Payment** to continue.
9. A **Payment Receipt** will show your completed transaction.

***Important:** Double-check your routing and account number or credit card number to avoid returned checks or failed payments and associated fees. Savings accounts are accepted for web checks as long as no limitations are in place with the payer's bank. Please inquire with your bank regarding their policy prior to using a savings account as a web check.

****Please note:** PayPath/Heartland an independent third-party contractor charges a **non-refundable** service fee of 2.95% (minimum $3) for all domestic credit cards. For international credit cards, the service fee is 4.25%. The fee is established and charged solely by PayPath/Heartland and not by Hofstra University. The fee is paid in full to and retained by PayPath/Heartland; the University does not receive any of this fee.

Please ensure that any outstanding balance is cleared before leaving your deposit. Payments will be applied to outstanding balances first.

If you have questions, you can contact your Student Financial Services counselor at **sfs@hofstra.edu** or **516-463-8000**