



Payments

How to make a payment

Step 1: Sign in to myLynn

The screenshot shows the myLYNN website interface. At the top, there's a navigation bar with links: Home, Academics, Student Finances, Life at Lynn, Employees, New Students, Parents and Families, and Help. Below this is a sidebar with a 'Quick Links' section containing various links like 'Reset Password', 'Search myLynn', 'Athletics', 'Attendance', 'Calendar of Events', 'Canvas', 'Campus Citation Appeal Form', 'Campus Directory', 'Concerned Person Report', 'Confidential Student/Advisor Intake Form', 'eBill', 'eMarket', 'Emergency Contact Information', 'Events', 'Lynn.edu', 'Lynn2025', 'Lynn Library Website', 'LU Service Center (IT Service Desk Portal)', 'Maintenance Work Order', 'Navigate (Students)', 'Navigate (Faculty & Staff)', 'Student Employment', 'Student / Employee Email', and 'You@Lynn'. The main content area is titled 'What's Happening' and includes a 'Welcome to myLynn' message with a 'Workday Is Live!' graphic. It also features a 'Workday Important Links' section with links to 'Workday Production Tenant', 'Lynn Account', and 'Student email login'. On the right, there's a 'Stay Informed' section with links to 'Lynn.edu/news' and 'Lynn.edu/your-safety', and a 'Compliance Corner' section with a 'Your spring 2020 compliance checklist'.

A white rectangular box containing a dark grey button with the word 'Login' in white text, followed by a blue link that says 'I forgot my password'.

The screenshot shows the Lynn University login page. On the left is a large, scenic image of a campus with a large tree in the foreground and a building in the background. On the right is a white login form. The form has the Lynn University logo at the top, followed by instructions to sign in with a Lynn email account. It includes two input fields: one for the email address (pre-filled with 'someone@example.com') and one for the password (pre-filled with '*****'). Below the input fields is a blue 'Sign in' button. Underneath the button, there's a security notice: 'For security reasons, please Logout and close your web browser when you are done accessing services that require authentication!'. Below this is a link to 'Reset Password Student/Staff/Faculty'. At the bottom, there's a 'Need Help?' section with the phone number '561-237-7579' and a link to 'IT Support Services'. The footer of the page says '© 2018 Microsoft'.

Step 2: Click on Student Finances

Step 3: Click on My Account

myLYNN

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myLYNN

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Student Finances

Main



Documents and Forms

My Account

My ESAS

Health Insurance

International Students

1098T Tax Forms

Three Year Program

Veteran Affairs

Step 4: Click on Go to CASHNet

My Account

CASHNet My Account Info

[My Account Balances](#)

[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

Step 5: Click on Make a Payment

LYNN
UNIVERSITY

Overview

Overview

Make a Payment

Transactions

Statements

Sign Out

Lynn University

Summary

Your account does not currently have any outstanding charges.
Note: Credit balances will not be displayed.

Payment plans

Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

View payment plan options

Make a payment

Notifications

Note: eBills are due August 1st and December 1st for all day undergraduate students. Evening students must pay by the Friday before the evening term begins. For specific dates, check your bill.

Please see our **payment plan options** under "your account".



Overview

Make a Payment

Transactions

Statements

Sign Out

Step 6: Select from the available options below. View all items can be selected for further payment options

LYNN
UNIVERSITY

Make a Payment

Overview

Make a Payment

Transactions

Statements

Sign Out

Pay amount

0 Items \$0

Available items

Fall 2020 Room & Board Deposit

[View details](#)

Future Fall Payment/Deposit

[View details](#)

Future Spring Payment/Deposit

[View details](#)

Evening Undergraduate, Graduate, & EdD

[View details](#)

Flight Training Payment

[View details](#)

Duplicate ID Payment - \$25

[View details](#)

View all items

* Indicates required field

Cancel

Continue

Step 7: The window below will pop up on your screen. Enter a payment amount and select Add to payment

Available items

Item details

Other Payments

\$1.00

\$1.00

Maximum \$1,000,000

These are payments towards a balance due to Lynn University for an old balance, summer terms or other special fees.

Cancel

Add to payment

Step 8: Select pay now

Item added!

Do you want to pay now or add more items?

Pay now

Add more

Step 8: Select Continue

1 item \$1

Other Payments

\$1.00

[Edit details](#) [Remove](#)

Would you like to pay for something else?

Available items

Fall 2020 Room & Board Deposit

[View details](#)

Future Fall Payment/Deposit

[View details](#)

Future Spring Payment/Deposit

[View details](#)

Evening Undergraduate, Graduate, & EdD

[View details](#)

Flight Training Payment

[View details](#)

Duplicate ID Payment - \$25

[View details](#)

View all items

Cancel

Continue

Step9: Make the payment

Payment method

How would you like to pay?

Payment amount

\$1

* Payment method

Select...

AMERICAN EXPRESS

DISCOVER

JCB

MasterCard

VISA

How to make a payment

Step 1: Sign in to myLynn

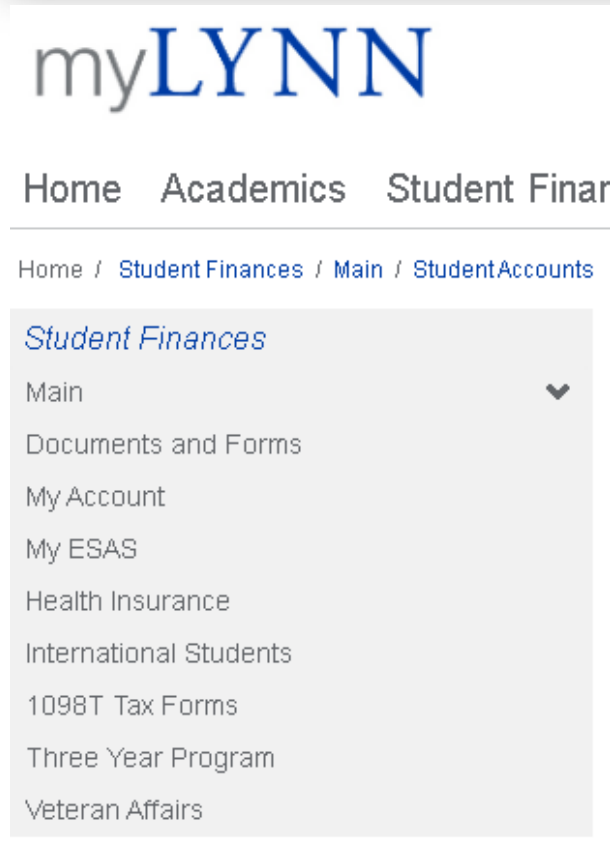
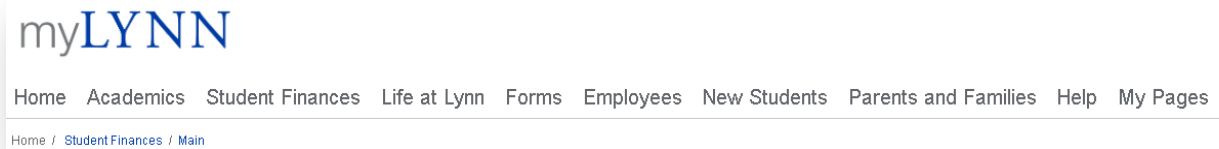
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A rectangular button with a dark background and the word 'Login' in white. To its right is a link that says 'I forgot my password' in blue text.

The screenshot shows the Lynn University login page. On the left is a large, scenic image of a campus with a pond and trees. On the right is the login form. The form includes the Lynn University logo, a sign-in instruction, a text input field for email, a password input field, and a 'Sign in' button. Below the button is a security warning and a link to 'Reset Password Student/Staff/Faculty'. At the bottom, there is contact information for IT Support Services and a copyright notice for 2018 Microsoft.

Step 2: Click on Student Finances

Step 3: Click on My Account



Step 4: Click on Go to CASHNet

My Account

CASHNet My Account Info

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

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Note:

eBills are due August 1st and December 1st for all day undergraduate students. Evening students must pay by the Friday before the evening term begins. For specific dates, check your bill.

Please see our payment plan options under "your account".

Make a payment



Overview

Make a Payment

Transactions

Statements

Sign Out

Step 6: Select from the available options below. View all items can be selected for further payment options

LYNN

UNIVERSITY

Make a Payment

Pay amount

0 Items \$0

Overview

Make a Payment

Transactions

Statements

Sign Out

Available items

Fall 2020 Room & Board Deposit

[View details](#)

Future Fall Payment/Deposit

[View details](#)

Future Spring Payment/Deposit

[View details](#)

Evening Undergraduate, Graduate, & EdD

[View details](#)

Flight Training Payment

[View details](#)

Duplicate ID Payment - \$25

[View details](#)

View all items

* Indicates required field

Cancel

Continue

Step 7: The window below will pop up on your screen. Enter a payment amount and select Add to payment

Available items

Item details

Other Payments

\$1.00

\$1.00


Maximum \$1,000,000

These are payments towards a balance due to Lynn University for an old balance, summer terms or other special fees.

Cancel

Add to payment

Step 8: Select pay now



Item added!

Do you want to pay now or add more items?

Pay now

Add more

Step 8: Select Continue

1 item \$1

Other Payments

\$1.00

[Edit details](#) [Remove](#)

Would you like to pay for something else?

Available items

Fall 2020 Room & Board Deposit

[View details](#)

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Flight Training Payment

[View details](#)

Duplicate ID Payment - \$25

[View details](#)

View all items

Cancel

Continue

Step9: Make the payment

Payment method

How would you like to pay?

Payment amount

\$1

* Payment method

Select...

AMERICAN EXPRESS

DISCOVER

JCB

MasterCard

VISA

How to set up a payment plan

Step 1: Sign in to myLynn

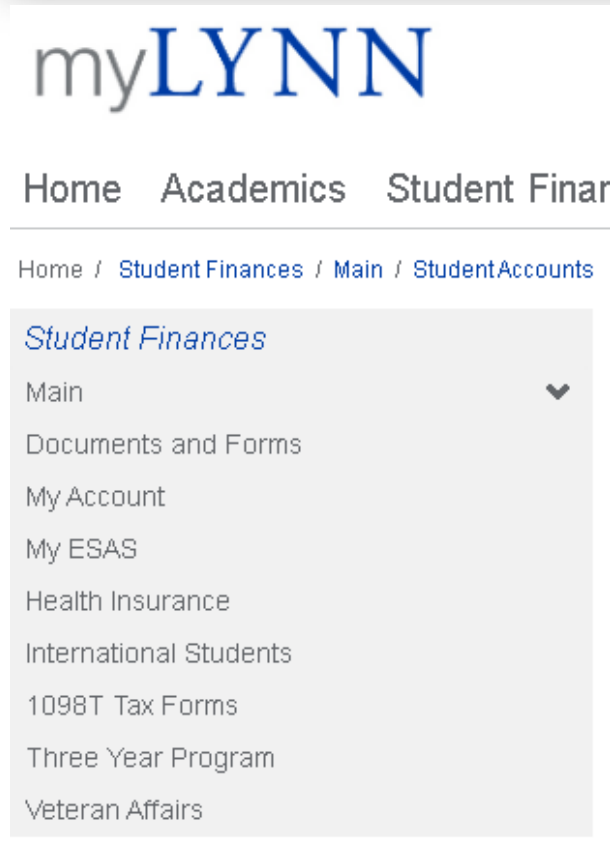
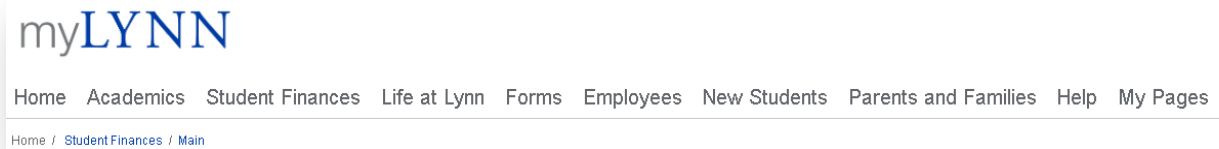
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A white rectangular button with a dark grey 'Login' label and a blue 'I forgot my password' link.

The screenshot shows the Lynn University login page. The background is a scenic image of a large tree and a body of water. The login form is on the right, featuring the Lynn University logo, a sign-in instruction, a text input field for the email address (containing 'someone@example.com'), a password input field, and a 'Sign in' button. Below the button, there's a security warning, a 'Reset Password' link, and contact information for IT Support Services. The footer indicates the page is © 2018 Microsoft.

Step 2: Click on Student Finances

Step 3: Click on My Account



Step 4: Click on Go to CASHNet

My Account

CASHNet My Account Info

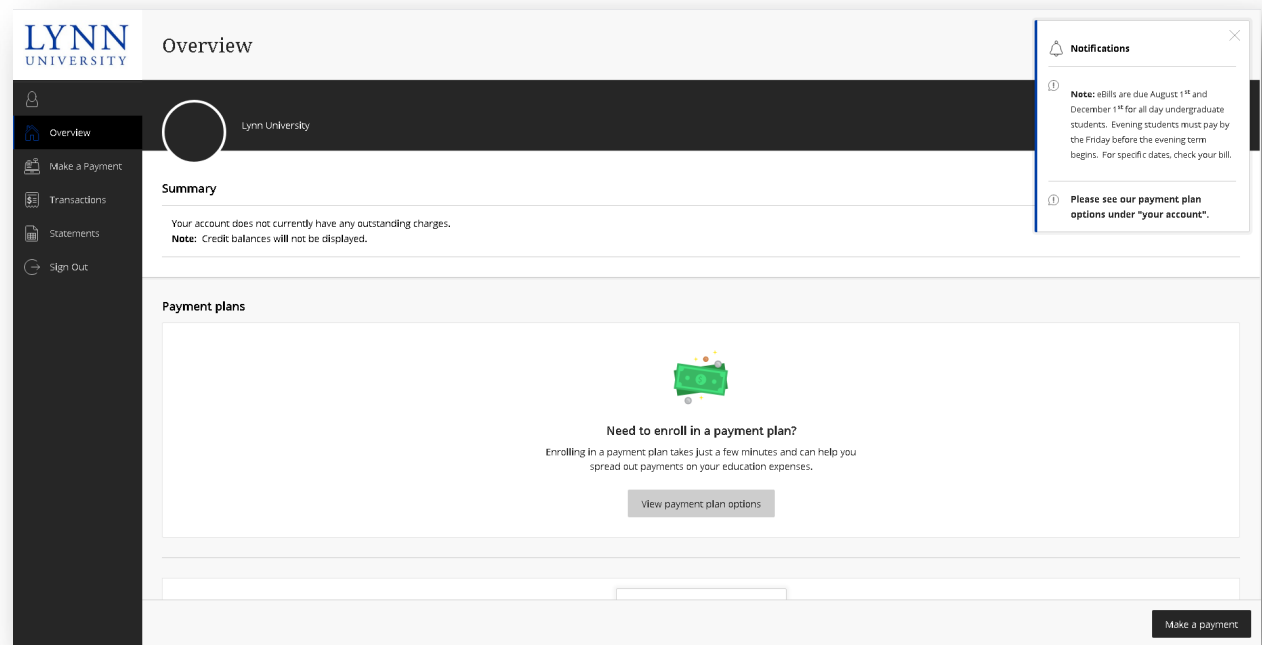
[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

Step 5: Click on View payment plan options



Step 6: Select from the available options below



Option 1 of 2

Option 2 of 2

Fall 2022 Installment Plan
Fall 2022 Installment Payment Plan

Spring 2023 Semester Installment Plan
Spring 2023 Installment Payment Plan



5 payments \$35 enrollment fee

5 payments \$35 enrollment fee

*** Plan amount**

\$35,000.00

Minimum \$500 | Maximum \$35,000

*** Plan amount**

\$35,000.00

Minimum \$500 | Maximum \$35,000

Cancel

Enroll in plan

Cancel

Enroll in plan

Step 7: Review the eSignature disclosure and click Accept

eSignature disclosure

Consent to Electronic Delivery By clicking the "Accept" button, you consent to receive your payment authorization electronically. Certain laws require us to provide specific information to you in writing, which means you have a right to receive that information on paper. We may provide that information to you electronically if we obtain your consent to receive it electronically. You confirm your computer has the hardware and software requirements set out below. You agree your authorization has been provided to you and is considered to be delivered "in writing". We recommend you print this for your records. Hardware and Software Requirements to Access DisclosureIn order to access and retain this electronic disclosure, you will need:* A computer or other device with an Internet connection;* A monitor or other device to view the disclosure using your internet browser;* A current Internet web browser which is capable of supporting HTML and 128 bit TLS encryption; and* Access to a computer operating system that can support these functions and software, and that has sufficient storage space for you to save the disclosure for later reference or an installed printer to print the disclosure.How to Withdraw Consent: You may withdraw your consent by contacting Customer Service 115 Munson Street New Haven, CT 06511. We will not impose any fee to process the withdrawal of your consent. Some required disclosures may be "one-time" disclosures for which your consent may not practically be withdrawn after receiving the initial electronic disclosure.Requesting Paper Copies: To request a paper copy of your authorization, contact us in writing at: Customer Service 115 Munson Street New Haven, CT 06511. If you request paper copies, we may charge you a service fee of \$5.00 per request.

Accept

Deposit

Payment/Deposit

Paymen

Step 8: Review the breakdown of the proposed plan and the terms and conditions before checking the box and clicking Continue

\$35,000

You've opted to enroll this amount in Fall 2022 Semester Installment Plan: Fall 2022 Installment Payment Plan

Review the finance information, payment schedule, and terms and conditions below.

<p>ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.</p> <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;">0.5%</p>	<p>FINANCE CHARGE The dollar amount the credit will cost you.</p> <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;">\$35</p>	<p>Amount Financed The amount of credit provided to you or on your behalf.</p> <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;">\$35,000</p>	<p>Total of Payments The amount you will have paid after you have made all payments as scheduled.</p> <p style="font-size: 1.2em; font-weight: bold; margin-top: 20px;">\$35,035</p>
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Payment Schedule

1	\$7,000	Payment due at time of enrollment
2	\$7,000	Payment due 5/24/22
3	\$7,000	Payment due 6/24/22
4	\$7,000	Payment due 7/24/22

7. Communications in Writing: All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.

8. Federal Law: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

9. If any installment payment is not received within ten (10) calendar days from its due date, a late fee in the amount of no more than five-percent (5%) of the installment amount will be charged to the student.

10. Termination/Changes: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.

11. Consent: By selecting "I Agree" you hereby give your affirmative consent to provide electronic Communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

The featured words and symbols used to identify the source of goods may be the trademarks of their respective owners.

Except for disputes or claims in which the amount in controversy is within the jurisdictional limits of, and is filed in, a small claims court, you agree to arbitrate all disputes and claims between you and Higher One, Inc. before the American Arbitration Association ("AAA") under the Federal Arbitration Act, and not to sue in court in front of a judge or jury. You further agree that you may only be able to bring a claim against us in your individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The details of your agreement to binding individual arbitration can be found here: <http://www.blackboard.com/legal/arbitration-policy.html>

☐ I have read the Truth in Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Cancel
Continue

Step 9: Type in your date of birth and phone number and click continue

Overview

Payment Plan Enrollment

< Agreement

Enrollment information

Enrollment information

* Date of Birth

Maximum 50 characters

* Phone Number

Maximum 50 characters

Cancel

Continue

Step 10: Review the monthly payment amount and select Continue

Payment due at time of enrollment
\$7,035

Fall 2022 Semester Installment Plan: Fall 2022
Installment Plan

Enrollment fee

\$35

Fall 2022 Semester Installment Plan: Fall 2022
Installment Plan

\$7,000

Amount due now

Plan amount: \$35,000

First payment

\$7,000

Payment

\$7,035.00

Cancel

Continue

Step 11: Make your first payment

Overview

Payment Plan Enrollment

Pay amount

Payment method

How would you like to pay?

Payment amount
\$7,035

Payment method

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Secure encrypted payment

Cancel

Continue

How to receive a billing statement



All billing statements are sent electronically by Lynn University. Only the first statement is sent as a printed document through the mail. Only you, as a student, can set a parent or third party up to receive a statement. To do so, complete the steps below.

Step 1. The first step is for students to sign into [myLynn \(my.lynn.edu\)](http://myLynn.my.lynn.edu). Once signed in, students should click on Student Finances. My Account on the left hand side should then be selected.

myLYNN

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[Home](#) / [Student Finances](#) / [Main](#)

Student Finances

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Documents and Forms
My Account
My ESAS
Health Insurance
International Students
1098T Tax Forms

Student Finances

Student Financial Services



Step 2. Once the My Account screen opens, students should select "Go to Cashnet". This will bring students to a new screen. Students can then click on the username which is located on the top left hand side of the screen.

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My Account

CASHNet My Account Info

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

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Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

Setting up refund bank information



Step 1. Sign in to [myLynn \(my.lynn.edu\)](https://mylynn.edu) and select Student Finances. From here, select My Account from the left side navigation.

myLYNN

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Student Finances

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Student Finances

Student Financial Services



Step 2. On the right side navigation, select Refund Bank Information.

[Home](#) / [Student Finances](#) / [My Account](#)

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CASHNet My Account Info

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No Service Fee for E-Check Payment.

Refund Set-up

[Refund Bank Information](#)

[Refund account information](#)

Step 3. After reviewing the information on the screen, select Next Page.

My Account

Refund Set-up

Refund account information

Instructions

All refunds will be processed through the bank account information provided by the student and made payable to students.

Refunds normally require 1 to 2 weeks for approval and processing once credit is available on the account.

(1) Complete the PDF page with your request and forward to:
Student Financial Services,
3601 N. Military Trail, Boca Raton, FL 33431
OR Fax: (561) 237-7189.

(2) Complete your bank account information on this form.

Please click on the "NEXT PAGE" link.

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Next page-->

Step 4. The bank routing and account number should be populated and Next Page selected.

My Account

Refund Set-up

Refund account information

Section 1: Personal Information

Page 1 of 1

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.
Click here to view account and routing numbers sample.
Click on the "Next Page" link to review and submit.

4.Bank Routing Number

5.Bank account number

6.Account Type:

Checking

*Required

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Next page-->

Step 5. The final page asks for a review of the information entered. Once your review is complete, select "Submit Form."

Refund Set-up

Refund account information

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Personal Information

Student information

Your Lynn ID number, your name and today's date should already be indicated below:

1.ID Number

2.Student Name

3.Today's Date

Refund Information

In this section, please enter your bank account information. This must be a bank account that has your name on it that matches the student name above. (If your name does not match the bank account name, the bank will reject your refund.
Click here to view account and routing numbers sample.
Click on the "Next Page" link to review and submit.

4.Bank Routing Number

5.Bank account number

6.Account Type:

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

Submit Form

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View Table of Contents



Step 1. In order to receive a 1098T tax form electronically each year, a student needs to provide consent to the university. Log in to [myLynn \(my.lynn.edu\)](https://my.lynn.edu), and select "1098T Tax Forms" from the left side navigation after selecting the "Student Finances" tab.

myLYNN

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Student Finances

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Step 2. Select the "Electronic 1098-T Consent Form" on the right hand side.

1098T Tax Forms

Electronic 1098-T

How to view your 1098T

[How to view your 1098T](#)

The IRS does not require you send in the form with your taxes.

If there is no form available for viewing or if there is a message that states that you are excluded from reporting, it may be for some reasons listed below:

Electronic Consent

[Consent Form](#)

[Electronic 1098-T Consent Form](#)

Step 3. Once the form has been selected, it is necessary to enter your student ID number, date, and whether you wish to receive the 1098T electronically or via regular mail. It is important to click "Next Page" at the bottom of the screen before reviewing the information on the following page. Once all of the information is verified, "Submit Form" can be selected.

1098T Tax Forms

Electronic Consent

Electronic 1098-T Consent Form

Section 1: Consent Form

Page 1 of 1

1.ID Number

2.Date of Submission

3.Do you agree to receive your 1098-T Tuition statement electronically? Select YES to consent to view and print your IRS Form 1098T on-line, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year.

☐ Yes

*Required

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[Next page-->](#)

1098T Tax Forms

Electronic Consent

Electronic 1098-T Consent Form

Review and Submit

Please take a moment to review your responses. You can make changes by going back into the form via the provided links of the table of contents. If everything is satisfactory, submit the form using the submit button at the bottom of the screen.

Consent Form

1.ID Number

2.Date of Submission

3.Do you agree to receive your 1098-T Tuition statement electronically? Select YES to consent to view and print your IRS Form 1098T on-line, rather than receive a paper form. After January 23rd, your selection "NO" will be in effect the following tax year.

☐ Yes

Submit Your Form

If everything above is as you would like it, please submit your form using this button.

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