



**Below are the steps to pay your dual enrollment tuition online.**

**\*\*Please be advised you must use either your checking account or a credit card to utilize the TMS system. There is a fee associated with using your credit card but not if you use your checking account.**

1. Go to [www.bethelu.edu/dualenrollment](http://www.bethelu.edu/dualenrollment)
2. Click Resources
3. Select MAKE ONLINE TUITION PAYMENT
4. Scroll down to the box Make a Payment and select Make a One-Time Payment
5. Complete the information in the 4 steps.
  1. Student Information
  2. Item Information
    - If you need to pay the application fee of \$25, complete the first box and click ADD. If not, please proceed to the next box which is OTHER.
    - OTHER: Please enter the amount you are wishing to pay. In the description box enter Dual Enrollment Tuition and click ADD.
    - Once you have entered your payment amount(s), click the purple CONTINUE box.
  3. Payment Information
    - Select Payment Method: Checking/Savings Account OR Credit Card\* and enter the account information.
    - Enter Billing Address
    - Click CONTINUE
  4. Verify Payment Information
    - Read the disclaimer and check the box and hit PROCESS PAYMENT
6. You will then get a confirmation page with a confirmation number. Please retain this for your records.

-You may also choose to call our business office to make payment by dialing 731-352-4050.

-If have any questions or need assistance, please call us at 1-844-497-0265.