

How To Make A Tuition Payment

Castleton accepts cash, checks, money orders, Discover, American Express, Mastercard and Visa (debit and credit cards). Payment plans are paid separately; see instructions on the Financial & Registration Services web page: www.castleton.edu/finreg .

Online:

Authorized User access: From the Castleton homepage, www.castleton.edu, click on the VSC Portal link at the bottom of the page. At the login page, click the link: [VSC Bill Payment for Students and Authorized Users](#). This will take you directly to the billing portal. Log in at the Authorized User box.

Student access: From the Castleton homepage, www.castleton.edu, click on the VSC Portal link at the bottom of the page, then log in. On the Web Services menu, choose Student Billing/Financials, then choose Make a Payment/View Your Bill. On the next page, click My Account, then log in again at the Students and Staff box.

Once logged in as a student or authorized user, click on the **Payments** tab at the top of the Welcome page, then under **Action**, click on the **Pay** icon. Choose your payment method and click the GO button. The next page will ask for your payment information. Rest assured, you will be allowed to enter the amount of your payment on the following page. Follow the instructions and fill in the required information fields. When complete, you should receive a confirmation message that the payment was processed successfully.

In Person:

Come to Financial & Registration Services on the first floor of Woodruff Hall, weekdays between 9:00 a.m. and 4:30 p.m. (4:00 during the summer). We will process your payment and give you a receipt.

By Mail:

Checks can be made payable to Castleton University and mailed to: Castleton University, Financial & Registration Services, 62 Alumni Drive, Castleton, VT 05735. Please write the student ID number on the check memo line.

By Phone:

Castleton accepts debit and credit cards over the phone. Unfortunately, we cannot process checks over the phone at this time. Call our main reception desk at 802-468-6070 and have the following information ready: the student ID number, the credit/debit card account number, expiration date and card billing zip code.

By Wire:

Call our main reception desk at 802-468-6070 and ask to speak to a consultant, and we will give you the bank account and routing number for you to wire your payment to our bank. Please be sure to include the student's ID number and last name on the wire when you send it, and let us know the date the wire was sent so that we may follow up the transaction with our bank.

Flywire:

International students can make payments online from anywhere in the world through the Flywire website, which allows payments in any currency, with payment tracking and multilingual customer support. Details can be found on the Financial & Registration Services web page: www.castleton.edu/finreg .