OWjL Camp Online Payment Instructions Using the University’s Web Page

**OWjL’s Web Address: http://owjl.owu.edu**

Click on **Fees & Scholarships** on the right side.  
Under Payment Information, click on the “**Click here to pay online**” link.  
Under **MAKE A PAYMENT and ONE-TIME PAYMENT.**  
Click on the box that says **This payment applies toward.**  
Click on **OWjL Camp** to apply your payment to camp.  
Click on the red **Make a Payment to Ohio Wesleyan** button.

1. **Student Information:**  
   a. Student First Name and Last Name – put your camper/child’s name here.  
   b. Student ID - put **your** first name here.

2. **Item Information:**  
   a. OWjL Camp Payment – put the amount you are paying.  
   b. Click the green **+add** button next to the amount. The system will show a total in the space to the right in blue.  
   c. Click the red **Continue**.

3. **Payment Information:**  
   a. Select a Payment Method – click the appropriate circle.  
   b. If Checking or savings account – enter the account information.  
   c. If Credit card – enter all information requested.  
   d. Enter the billing address information.

4. **Verify Payment Information:**  
   a. Double check to be sure that all the information you entered is all correct.  
   b. For credit/debit cards – read the statements, click the check boxes and then click the red **Process Payment.**  
   c. For epayment – read the statements, click the check boxes and then the red **Process Payment.**

If the process is successful, you will receive a confirmation number. It may take a few minutes, so please be patient. Please write the confirmation number down on the Acceptance/Payment Form in the space provided.

** A convenience fee of 2.99% of the payment amount (minimum of $1.00) will be assessed to you for using the credit/debit card system. **

* **OWjL/Ohio Wesleyan University’s Payment and Check Policy** *

Tuition and merchandise charges related to enrollment as an OWjL camper at Ohio Wesleyan University are due and payable on April 16, 2018. If tuition and merchandise are not paid in full, or the deposit and payment arrangements are not made by this date, the camper’s place in camp will be forfeited (without notice to the camper) unless parents/guardians have made prior arrangements with the Executive Director or Office Manager of OWjL Camp (at owjl@owu.edu or 740-368-3939).

* **Personal checks Returned to the University for Insufficient Funds or Delinquent Accounts** *

If satisfactory payment is not made prior to OWjL camp, including any insufficient funds or collection fees assessed by the bank, the camper will lose his/her place in camp. The University has the right to place accounts with an outside collection agency to assure payment of outstanding debts and to recover from parents/guardians of the camper’s, any and all costs involved with the collection of debts.