How do I give a parent, grandparent, or other person access to TouchNet?

Authorized users may view student account activity, make payments, and set up payment plans.

- Log in to TouchNet > My Account > Authorized Users.
- Enter the email address of the person you want to add as an authorized user and choose what access you'd like them to have.
- After authorized users have created their password, they can log in using this URL: https://secure.touchnet.net/C20974_tsa/web/login.jsp

How do I enter bank account information for refunds?

- myLipscomb > Student Homepage > My Account > TouchNet > eRefunds
- If you already have a saved bank account, choose Set Up Account and select your previously saved payment method.
- If you need to enter a new bank account, choose Set Up Account and enter your banking information. Read the ACH Agreement and click I Agree. Then click Continue to complete the set up process.

Questions?

For more information, please contact the Business Office.

Hours:
Monday through Friday
7:45 a.m. to 4:30 p.m.

The cashier’s window in Crisman is available:
7:45 a.m. to 3:30 p.m.

Contact Information:
Lipscomb University
Business Office
One University Park Drive
Nashville, TN 37204-3951

800-333-4358 x1778
615-966-1778
Fax: 615-966-1796

Email: bursar@lipscomb.edu
How do I access the TouchNet system?

- Using any internet browser, log into my.lipscomb.edu
- Click on: Student Homepage > My Balances > My Account
- Select a term to view your account summary
- At the end of the page, click: TouchNet Payments and Refunds > Continue to Payments and Payment Plans

What do I need to do?

1. Pay in full or sign up for a payment plan to become official by the dates below:
   - Summer: May 1
   - Fall: August 1
   - Spring: December 1
   Any student who is not official by these dates is at risk of having his or her schedule dropped.

2. Give access to authorized users.

3. Log into TouchNet to enter bank account information for refunds. Completing this step will ensure that your refund will be processed in a timely manner.

What payment plans are available?

Once you have charges on your account, you can enroll in a payment plan. All payment plans have a $60 enrollment fee per semester that is due when signing up for the plan. Monthly payments will automatically draft on the due dates. Any past due amounts are subject to a $40 late payment fee. Any returned payments are subject to a $30 returned payment fee.

All plans are set up for automatic monthly payments, drafting on the 25th of each month.

- **Summer Payment Plan:**
  - 2-Month Payment Plan
    - April and May

- **Fall Payment Plans:**
  - 5-Month Payment Plan
    - June – October
  - 4-Month Payment Plan
    - July – October
  - 3-Month Payment Plan
    - August – October

- **Spring Payment Plans:**
  - 5-Month Payment Plan
    - November – March
  - 4-Month Payment Plan
    - December – March
  - 3-Month Payment Plan
    - January – March

How do I make a one-time payment on a student account?

Any credit card payments must be made through TouchNet. You may also pay by check through TouchNet, by mail, or in person.

- Log into TouchNet > My Account > Make A Payment.
- View your current balance and then click Make A Payment.
- Click the checkbox beside the term you are paying and enter the payment amount in the box to the right. Click Continue.
- Choose or enter the Payment Method and click Select.
- Follow the prompts to enter your account information and process the payment.

How do I enroll in a monthly payment plan?

- During the enrollment period for payment plans, log into TouchNet.
- Click on: Payment Plans > Enroll Now.
- Select the term and choose the payment plan you want to use. Then click Continue.
- Click Display Payment Schedule to review amounts and due dates for each payment.
- Select or enter the Payment Method you'd like to use. (If possible, we recommend setting up the payment plan with "electronic check." A 2.75% convenience fee is charged on all credit/debit card payments.)
- Read the Payment Plan Agreement and check I Agree box. Click Continue.
- Read the ACH Agreement and check I Agree. Click Continue.

If there are any additional charges or payments on the student account after setting up the plan, students and authorized users will receive an email with the new payment plan amounts.