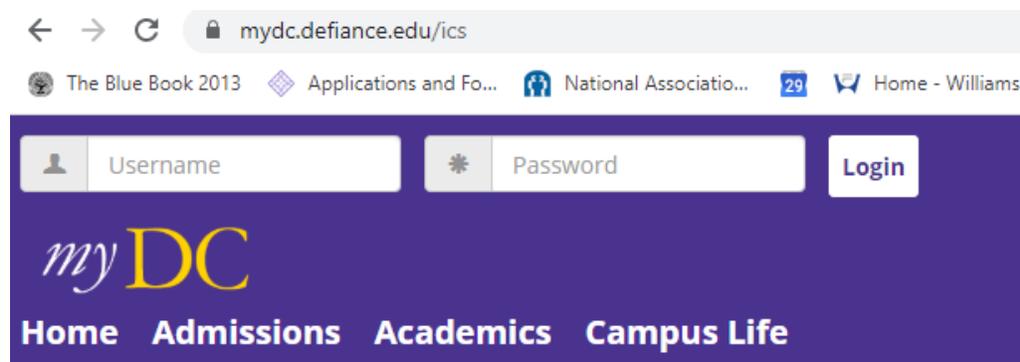


# Enrolling in the DC Monthly Payment Plan

Defiance College offers a convenient, interest free monthly payment plan as an option to pay your semester tuition. Students enroll online in the monthly payment plan and can choose between having their payments deducted automatically through electronic funds transfer on the 1<sup>st</sup> of each month OR making the payment themselves between the 1<sup>st</sup> and the 10<sup>th</sup> each month.

To enroll in the payment plan:

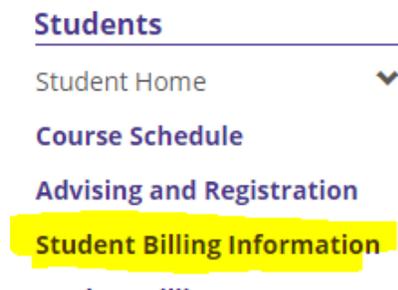
- 1) Log on to the student's MyDC portal at <https://mydc.defiance.edu/ics>



- 2) Select the Students tab



- 3) Choose Student Billing Information



- 4) Click on DC Monthly Payment Plan Enrollment in the Forms & Authorization section

#### Business Office Forms & Authorizations

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**Payment Forms**

[DC Monthly Payment Plan Enrollment](#)

**Visit**

- 5) You will need your Student ID Number and Fall Balance due to enroll in the payment plan. Both pieces of information can be found on your Course and Fee Statement. You can download your Course and Fee Statement by clicking on Course and Fee Statement above:

#### My Student Information

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

- 6) Choosing the automatic option? Have your checking or savings account number and bank routing number ready to enter. Your payment will be automatically deducted on August 1<sup>st</sup>.
- 7) Choosing the payer initiated option? Complete and submit the form and then either mail your payment, pay online at [pay.defiance.edu](http://pay.defiance.edu) or stop by the Business Office in Defiance Hall 213 by August 1<sup>st</sup>.

Contact the Business Office for questions: [businessoffice@defiance.edu](mailto:businessoffice@defiance.edu) or 419-783-2550.

We are available to assist you Monday-Friday from 8 am – 4:30 pm.