



Student Bill Payment Information

Prefer to send a check?

Send check payments to:

Attention: Student Billing
Patrick Henry College
10 Patrick Henry Circle
Purcellville, VA 20132

Desire a Payment Plan?

Payment plans are offered on a semester by semester basis.

FACTS Payment Plan Options:

- 1) 3-Payment Plan: 25% down, plus 3 monthly payments
OR
- 2) 5-Payment Plan: No down payment; 5 monthly payments.

Enrollment fee & 2% processing fee applies. Additional convenience fee for credit card payments.

For further details:

www.MyCollegePaymentPlan.com/patrick

Questions?

Contact Student Billing:
Phone: 540-441-8761
E-mail: studentbilling@phc.edu

How to Log into Your Student Portal

- Go to: www.phc.edu.
- Click "student portal" (top blue bar of web page).
- Enter your user name and password. *Select the semester you want to view in the term field.*

How to View Your Bill

Once inside your Student Portal:

- On the left side of the screen under the menu heading of "Administration," select "My Ledger."
- Your ledger shows the charges (debits) and any credits (such as payments) that have been applied to your account.
- To view your financial aid, select "My Financial Aid" from the Administration menu.

Making a Payment Through the Student Portal

Once inside your Student Portal:

- On the left side of the screen under the menu heading of "Payments," select "Bill Payment."
- You will have the option to make a payment through an e-check or by a debit/credit card. (Note: There's a convenience fee for a debit/credit card payment, but no fee for an e-check payment.)
- The "amount" section may automatically be filled with the balance due on your account. You can override this amount and enter a different amount, if needed.

Authorizing a Parent or Guardian for the Payer Portal

Once inside your Student Portal:

- On the left side of the screen under the menu heading of "Payments," select "Authorized Payer Portal."
- Complete the "New Authorization" section and select "Authorize Payer"
- The newly authorized payer will receive an email with instructions on how to complete the validation process for their Payer Portal account.