

# How to Pay Your Admissions Acceptance Deposit Online Through POUNCE

1. Access POUNCE from the AU Homepage: Click on “Current Students” Then click on PAWS portal:



In PAWS, select POUNCE from the top Quick Access Menu.

Once you are on the POUNCE home screen, Log in. You may have to update your prompts about address, financial aid acceptance, and promissory note before you can continue to the main menu. Once accepted, these popups will not reappear.

2. From the main menu of POUNCE: click this menu item:

[Pay Your Bill/Student Account/Refund/Deposits,](#)

This will take you to the Student Account Center. From the next screen click:

[Connect to Student Account Center](#)

This will open another window. At the top click:

[eDeposits](#)

3. Next, select the term for which you are applying for admission:

Deposit Payment		
Amount	Payment Method	Confirmatio
<b>Make Deposit Payment for Term</b> Select a term for making a payment if available.		
Term:	<input type="text" value="Select Term"/>	<input type="button" value="Select"/>

- Once you select a term, another dropdown box will appear.

### Make Deposit Payment

Select a deposit account for making a payment from the drop-down menu below.

Deposit Account:

Once you have made a selection, an additional window will open up with the amount you will pay.

Acceptance Deposit Fall 2017

Deposit name: Acceptance Deposit Fall 2017

Term: Fall 2017

Maximum payment amount: \$200.00

Payment amount: \$200.00

Click Continue.

- On the next screen, you will select your payment method. You may pay by Electronic Check or Credit Card. Once you have selected a payment method, click Select.

## Deposit Payment

**Electronic check transactions have been restricted on this account. Please contact the business office for assistance.**

Amount

Payment Method

### Select Payment Method

Payment amount: \$200.00

Payment Method:

Debit and Credit Card - We accept the following credit and debit cards.



Next the box to enter your card number will appear:

**Account Information**  
**Indicates required fields**

\*Card number:

Once you have entered your card number, click Continue.

**Account Information**  
**Indicates required fields**

\*Card account number: xxxxxxxxxxxx5454

\*Name on Card:  x

\*Card expiration date:

\*Card Verification Value:   
[\(View example\)](#)

**Option to Save**

Save this payment method for future use

Save payment method as:   
(e.g. My CreditCard)

Once you have entered your card information, you have the option to save the card information for future use by you. Once you have completed all of the information in the box, click Continue.

If you saved your card information, on the next screen, it will confirm the card data was saved. Your payment has not yet been processed. This screen is just to confirm you agree that the information is correct:

If you are satisfied with your information, click Submit Payment.

If your payment is accepted, you will see a receipt that you can easily print from the file menu of your browser or by right clicking and selecting print.

If your payment fails, you will be redirected to the beginning to make the same choices and pay with a different method.

Your successful deposit payment will be logged in the student system and saved until the beginning of the term in which you are scheduled to begin enrollment. At that time, your deposit will be released onto your student account to offset the balance for the first term. You will log into POUNCE to manage your student account and any potential financial aid at that time, and you will be able to see the deposit payment on your student account. Deposit payments are not refundable. If you choose to defer admission to a future term after you have paid your deposit, you will have to pay the deposit again for the term in which you choose to defer.