Payment Options for Students

Student Payor:

Pay online at https://my.chemeketa.edu
Select the Account link in the shortcut menu on the Home page
Select “Pay your Account”
Select “Make Payment” button on the left hand side of the screen
Select “Make Payment” in the left hand green bar menu on QuikPay
Select your payment method:
  • Credit Card - We accept Visa, MasterCard, Discover and American Express*
  • eCheck - You can also designate a checking or savings account for immediate withdrawal.
  • PeerTransfer International Student Payment – International students may also choose to pay with a wire transfer in their home currency.

*You can save your check or credit card information for future use by entering a profile name on your payment. This will allow you to select that account information for future payments.

Set up a Payment Plan at https://my.chemeketa.edu
Select the Account link in the shortcut menu on the Home page
Select “Pay your Account”
Select “Set up a Payment Plan” button on the left hand side of the screen
Select the term for which you owe the balance
Select the logo at the bottom of the screen and follow directions

Please note that payment plan payments are due on the 5th of every month and are automatically deducted from the credit card or bank account you select when you enroll in the payment plan for the term.

Pay in person
At the Enrollment Center in building 2 on the Salem Campus or at the main office at any of our other locations in McMinnville (Yamhill Valley Campus), Dallas, or Woodburn.

Mail in payment
Be sure to include your student ID# on the check to ensure proper processing and mail to:
Chemeketa Community College
Business Services, 2/200
PO Box 14007
Salem OR 97309

Someone else paying on your behalf:

If you want someone to pay on your behalf you should know that in compliance with the Family Educational Rights & Privacy Act (FERPA) we are not permitted to share student account balance information with anyone other than the student, without prior authorization.

The College has options to enable you to grant prior consent to another person to pay or transact business on your behalf. You are responsible for establishing one of these options in advance.
Authorize a Payer on your behalf
You can authorize a payer through your Account Profile in MyChemeketa. This will give the person access to your student account information via QuikPay and in person. The person will not have access to your MyChemeketa information such as grades, current enrollment, registration transactions, etc. An Authorized Payer can only view the account history (including previous billings), current balance, and process a payment on your behalf.

To set up an authorized payer:
1. Log in to https://my.chemeketa.edu
2. Select the Account link in the shortcut menu on the Home page
3. Select the “Manage Account” button on the left hand side of the screen. This will open a new window with QuikPay.
4. Select the “Authorize Payers” link in the left hand green bar menu
5. Select the “Add New” button and provide information requested

The Authorized Payer will be notified by email (to the email address you provide) that they have been given access and a separate link to use for accessing QuikPay. Authorized Payers cannot log in to QuikPay through MyChemeketa.edu

An Authorized Payer will also be able to make payments in person on your student account as long as they have a valid form of identification.

FERPA Authorization Release
Authorize the release of your student records to others at https://my.chemeketa.edu
Select the Grades & Transcripts link in the shortcut menu on the Home page
Select “Student Records Release”
Select “Add Authorized Person”.
You will be given a list of items that you can select for release (e.g. registration information, student account information, etc.)
You will select a code word. Be sure to inform the person you are authorizing what code word you have established.

In person payment
We are happy to accept payment on your account from another person on your behalf. However, please note that we cannot tell the payer the account balance owed by you (without your prior consent as listed above).

The payer will need to know the exact amount they need to pay prior to paying. Please be sure to communicate the exact amount to them in advance. If the amount is NOT known then we will be unable to process the payment.

Agency Payments
We are happy to set up payment arrangements with an employer or other agency. Please have the authorized company representative contact us directly for more details at the contact information below.

Questions?
If you have any questions about your student account please contact Business Services at:

Email: businessservices@chemeketa.edu
Phone: 503.399.5011
In person: Upstairs in Building 2 on the Salem Campus (room 200)