**Graduation Application – Paying out of Pocket**

You have two options for paying the graduation application fee: out-of-pocket and via financial aid. If you choose out-of-pocket, please follow the instructions below.

**STEP 1**

1. In the application instructions, click “click here to pay” (see image below).
2. After payment is confirmed, save your order number. You will need it to complete the application submission process.

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**STEP 2**

1. Return to the [graduation application](https://clayton.service-now.com/enrollment-management?id=sc_cat_item&sys_id=52b581ecdb54d0909574fd7aae96192e).
2. From the Method of Payment drop-down menu, choose “Pay out-of-pocket.”
3. A field for the Order Number will appear (see image below). Enter the Order Number from your payment receipt.
4. Complete the remaining parts of the application.
5. Click Submit (upper right-hand corner).

A screenshot of a computer screen

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