

TUITION PAYMENT PLANS ENROLLMENT



Payment Plan Enrollment Step-by-Step Instructions:

Now that the Payment Plan term is open, follow the instructions below:

1. Log into your [Account](#)
 - a. Click the *Payment Plans* tab
2. Click ***Enroll in a Payment Plan***
3. Select the *Term*, review and select an available plan
 - a. Click *Continue*
 - b. You will see a summary of charges and credits that are eligible for the plan
4. Click *Display Payment Schedule*. Payment amounts and due dates will display
 - a. Click *Continue*
5. In the Payment Method list, select the preferred payment method. Options are:
 - a. New Electronic Check
 - b. Previously stored information
6. Read the Payment Plan Agreement
 - a. Click *I Agree*
 - b. Click *Continue*
7. Read the ACH agreement and click the, "*I agree to the above terms and conditions*" box
 - a. Click *Continue*

Please Note: Additional charges, adjustments or payments on the student account that occur after enrollment in a payment plan may result in an adjustment to your plan. If this occurs, an email will be sent explaining the effect on the payment plan amounts.