

# Installment Payment Plan Information

If you wish to enroll in a payment plan, here is a quick guide to get you started:

- Log into myCommNet
- Click: Banner Self- Service
- Click: "Registration & Payment"

through myCommNet may not reflect the most up to date information which is in CORE CRM.

## Registration & Payment

Check your registration status; review charges and make payments; Add or Drop classes; Display your semester course schedule.

## Student Records

- Click: "Installment Plan Enrollment and Payment" option

~~Course Schedule~~

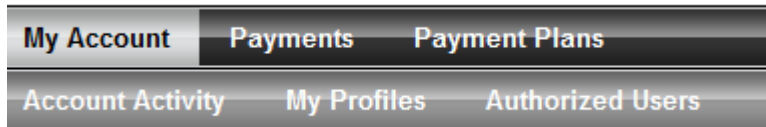
## View Account Summary

## Installment Plan Enrollment and Payment Credit Card Payment Title IV Authorization

- Click: "Installment Plan Enrollment and Payment" button

## 

- Click: "Payment Plans" on top menu bar



- **This will bring you to the payment plan site where you will be able to read along and complete the payment plan enrollment process as well as make your first payment. You will also receive a schedule for you following payments (see example below).**

<b>Payment Schedule</b>			
<b>Description</b>	<b>Due Date</b>	<b>Amount Paid(\$)</b>	<b>Amount Due(\$)</b>
Setup fee	Due now	0.00	25.00
Down Payment	Due now	0.00	493.75
1st installment	8/18/13	0.00	493.75
2nd installment	9/18/13	0.00	493.75
3rd installment	10/18/13	0.00	493.75
<b>Total amount paid:</b>			<b>0.00</b>
<b>Total of installments:</b>			<b>1,481.25</b>
<b>Total due now:</b>			<b>518.75</b>

**Please Note:**

There will be a minimum payment due upon enrollment. This payment will cover your non-refundable College Service and Student Activity fee (if not already paid), plus a portion of your tuition as well as a \$25 non-refundable payment plan enrollment fee.

If you decide to add/drop courses after signing up for the installment plan, payment amounts will automatically be recalculated based on these changes.

Equal installment payments will be due each month. A \$15 late charge will be assessed for each late payment.

After signing up for the installment plan, you can give others (parents, employers, etc.) the ability to access your account information and payment schedule, as well as make payments on your behalf. Simply click on “Authorized Users” on the top menu bar and follow the instructions.

Students receiving financial aid that only covers a portion of their charges, also have the option of signing up for an installment plan for the amount they will be paying out-of- pocket.

If you have extenuating circumstances or difficulty signing up for the installment plan online, please see the cashiers at the payments window in the Business Office (Founders Hall room 131) and they will assist you.

**Failure to pay the tuition OR enroll in a payment plan by the appropriate date may result in cancellation of registration.** Students whose classes are canceled for non-payment will need to re-register, on a space-available basis when able to pay tuition.

**As always,** if a student cannot afford to make a payment and/or is no longer interested in taking classes, **it is their sole responsibility to drop those courses or the student may be subject to applicable charges.** Please be sure to read our refund policies, which can also be found on the college website with each course schedule.