


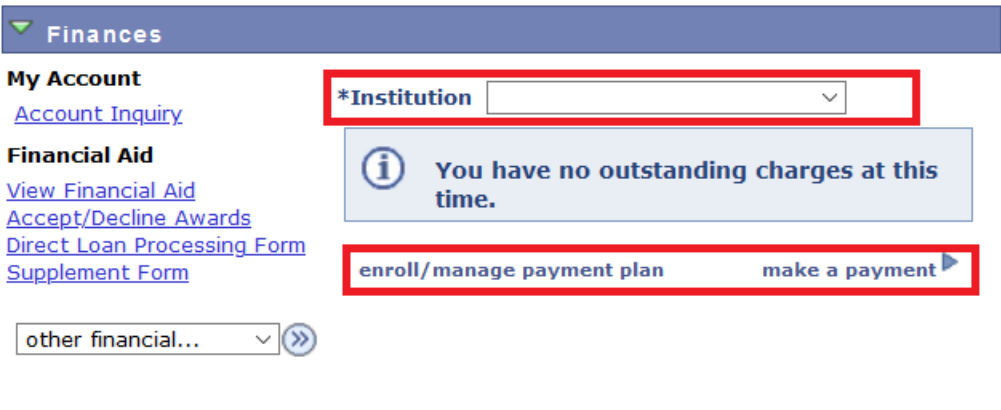
Create a Payment Plan

Payment Plans are available during eligible enrollment periods and provide a budget-friendly option for students and families. A one-time, non-refundable sign-up fee (\$40) is added to your first installment payment. You may only enroll in one payment plan per semester.

- The first payment is due upon enrollment
- Payment is automatically debited from your bank account or credit card on the 5th of each month (or the next business day)
- After the 7th day of the semester, payment plan amounts will be adjusted to consider tuition increases/decreases and financial aid awards.
- There is a \$30 fee per each returned payment
- A 2.65% service fee per each installment is added to each installment for credit/debit card plans only.

Students should contact Bursar’s Office if they encounter any difficulties with the online payment system.

Parts of images may be obscured for security reasons.

Step	Action
1.	Enter https://home.cunyfirst.cuny.edu in your browser’s address bar: <ul style="list-style-type: none"> • Enter your Username and Password and click  Go icon. • From the Enterprise Menu, select the HR/Campus Solutions link.
2.	Navigate to: <u>Self Service > Student Center.</u>
3.	 <p>In the Finances section, select your Institution, then click the Enroll/Manage Payment Plan link. Note: You will be redirected to the Nelnet webpage to continue with payment creation. Be sure to enable browser pop-ups.</p>

4.

Payment Plans

Netnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one- time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the "Agreement ID" link for that particular plan.

A **Credit/Debit Card** payment is charged to the Credit/Debit Card you select; you will be able to change the Credit/Debit Card to which future payments are charged. A 2.65% nonrefundable Service Fee will be assessed for the use of a credit/debit card. An **eCheck** (electronic check) payment is withdrawn from the checking or savings bank account that you select; you will be able to change the bank account from which future payments are withdrawn.

Payment Plans will include **current** and **prior** Terms. This means if you have an unpaid charge for a Prior Term, you should include that amount when you enroll in the Payment Plan.

Available Payment Plans

Sign Up for New Payment Plan

Click **Payment Plan** from the left menu, select from the **Available Payment Plans**, and then click **Sign Up for New Payment Plan**.

5.

Budget Worksheet

Please, enter your estimated amounts.

Fall 2020

Charges	Values	Credits	Values
Tuition & Fees	<input type="text" value="Enter Total Tuition"/>	Pell	<input type="text" value="0.00"/>
Balances from Prior Terms	<input type="text"/>	TAP	<input type="text" value="0.00"/>
		SEOG	<input type="text" value="0.00"/>
		Direct Loans	<input type="text" value="0.00"/>
		Perkins Loans	<input type="text" value="0.00"/>
		Grants	<input type="text" value="0.00"/>
		Scholarships	<input type="text" value="0.00"/>
		Third-Party Contracts	<input type="text" value="0.00"/>
Payment Plan Balance			0.00

Do not assume that a Bursar Hold will be released for a payment plan that is created for a past-due balance. Inquire with The Bursar's Office

Only enter amounts in this section if they appear on your Student Account Statement (eBill). Please be advised, the payment plan will synchronize with CUNYfirst. Entering inaccurate figures will cause remaining plan payments to be inconsistent.

Back **Continue** **Cancel**

Create your **Budget Worksheet**. Click **Continue**.

6.

Payment Plan Options

Please select a payment plan option.

Options	ESTIMATED [†] BALANCE	DOWN PAYMENT	ESTIMATED [†] BALANCE (ADJUSTED)	INSTALLMENTS	ESTIMATED [†] INSTALLMENT AMOUNT
3 payment plan starting October 2020 (Enrollment Fee: \$25)					
Fall 2020	\$5,000.00	\$1,866.50 (33.33%)	\$3,333.50	2	\$1,866.75

[†] Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

Schedule Preferences

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message 5 day(s) before your installment is automatically deducted.
- Installments will be automatically deducted on the 5th day of each month. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Security

Security Question:

Security Answer:

(The Security Answer can only contain letters, numbers, spaces and common punctuation/symbols.)
Why is this information being collected? Since this payment plan is administered by Nelnet Campus Commerce, when you call to inquire about your Payment Plan you may be required to provide the answer you enter here to verify you are the plan's responsible party.

Payment Method

Payment Method:

NOTE: This account will be used for all payments due today as well as all monthly automatic deductions.

Read through the terms and conditions, create your **Security Questions**, and enter your **Payment Method**.

7.

End of Procedure.