

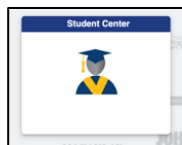


Quick Reference Guide: Set Up a Semester Payment Plan Online

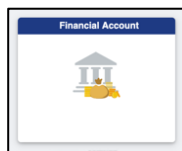
The Semester Payment Plan is convenient, budget friendly, and easy!

1. Type <https://home.cunyfirst.cuny.edu> in your browser's address bar then,
Enter your **Username** and **Password** and click **login**

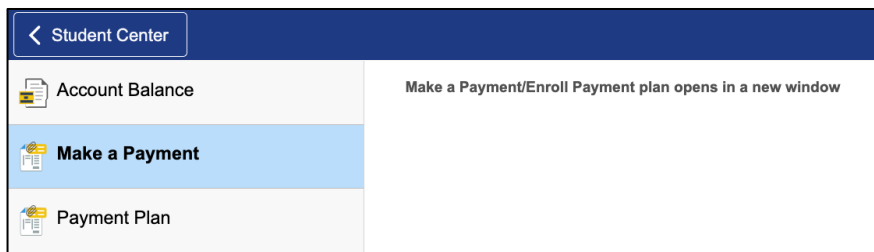
2. Click
Student Center



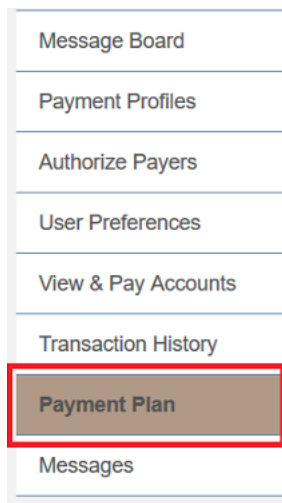
3. Click
Financial Account



4. Select **Make a
Payment** or
Payment Plan



5. To create a
SPP
click
Payment Plan





Quick Reference Guide: Set Up a Semester Payment Plan Online

6. Choose the **SLU GRAD** or **SLU UGRD PLAN** from the available selection and proceed by clicking on "Sign Up for New Payment Plan"

Payment Plans

Nelnet 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 An **eCheck** (electronic check) payment is withdrawn from the checking or savings bank account that you select; you will be able to change the bank account from which future payments are withdrawn.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

**** A one-time, non-refundable enrollment fee of \$30 is required at the time of setup ****

More Information About **Semester Payment Plans**

→ If a **Semester Payment Plan is not available**, you may have missed the enrollment period. SPP are only available for a limited time. Please check the Tuition Calendar for a term or contact Bursar@slu.cuny.edu for assistance.

→ Semester Payment Plans are intended for **current academic term balances only**. Charges from a prior semester cannot be added to an existing plan. If you would like to explore options to combine a prior balance with a current balance, please contact Bursar Operations to discuss available solutions.

→ Semester Payment Plans **cannot be combined** with other payment plans.

→ Semester Payment Plans are initially established based on your **current tuition** and **budget worksheet**. Prior to the start of the semester, the plan will be recalculated to reflect any updates to tuition or financial aid (see: Rebalance Date, Tuition Calendar). All scheduled payments after the term begins will automatically sync with your actual amount due in CUNYfirst.

→ Installments are **automatically withdrawn** from your selected bank account or credit/debit card on the 5th of each month (or the next business day).



Quick Reference Guide: Set Up a Semester Payment Plan Online

Creating your **Budget Worksheet**.

Charges

Tuition & Fees

Enter Total Tuition Here

Balances from Prior
Terms

Semester Payment Plans are intended for **current academic term balances only**. Account holds will not be released for a prior term until that balance is paid in full, even if list that prior amount here. If you would like to explore options to combine a prior balance with a current balance, please contact Bursar Operations to discuss available solutions.

Credits

TAP

Scholarships

Pell

SEOG

Third-Party Contracts

Direct Loans

Grants

Perkins Loans

Payment plan amounts will be adjusted to accommodate any changes in tuition and financial aid awards. We recommend only entering credits if they are accurately reflected on your account statement, as incorrect figures may result in higher future installments.

Debit and Credit Cards: *2.65% non-refundable service fee applied to each transaction/installment.*

Payments are processed by entering your card number, security code, and expiration date as shown on your physical card. **If your debit/credit card payment is declined upon submission**, you may retry the transaction or select an alternative accepted payment method. If the payment is approved, a confirmation page will be available for viewing and printing.

Electronic Check (eCheck): *No fee.*

Payments must be made using your bank account and routing number, which can be obtained from your financial institution. If you have a checkbook, this information is located at the bottom of your check. When selecting eCheck, **do not** enter the debit card number associated with your checking account. This is not your bank account number and is only used to process debit card transactions.

Please carefully verify your checking account (eCheck) information to ensure successful processing. You are responsible for any returned or rejected check payments, including any applicable fees, regardless of the reason. Returned payments will result in a \$30 fee per occurrence.



Quick Reference Guide: Set Up a Semester Payment Plan Online

7. Read through **Schedule Preferences**, create your **Security Question**, and enter your **Payment Method** to complete the setup and finalize your plan.

End of Procedure