Semester Payment Plan

- A maximum of $2,500 can be deferred for the semester.
- Setup charge: $30
- For a balance greater than $2,500:
  A down payment of the difference between the total due and $2,500 is required.
  Example: Balance due is: $6,200
  Down payment required: $3,700
  \[ \text{amt due} - \text{max deferred} = \text{down pymt required} \]
  \[ \$6,200 - \$2,500 = \$3,700 \]
- For a balance less than $2,500:
  A 25% down payment is required.
  Example: Balance due is: $1,500
  Down payment required: $375
  \[ \$1,500 \times 25\% = \$375 \]
- The balance plus the $30 setup charge will be divided into three equal payments.
  Due Dates: February 20
  March 20
  April 20

How to Setup a Payment Plan ONLINE

1. **Make down-payment**
   On the Account Summary page, click on “Make a Payment” to complete your down-payment.
   - Scroll down to the “Amount to Pay” box and enter the down-payment amount.
   - Select “Payment Method”
   - Select “Proceed to Payment”
   - Process your payment and print receipt
   - Select “Continue” and you will be taken to the Payment Acknowledgement page

2. **Create payment plan**
   After the down-payment is completed, return to “Make a Payment.”
   - Select “Create Payment Plan”
   - Select the “Student Receivable” item
   - Select “Continue”
   - Agree to the Terms & Conditions”
   - Select “Continue” and you will be taken to the Payment Plan Acknowledgement page

3. **Cashiers will confirm your enrollment**
   You will not be able to confirm your enrollment with a payment plan.
   Cashiers will confirm your enrollment the following business day if proper down-payment was made.
   An email will be sent to you once this has been completed.