

### **How to Enroll in NELNET Payment Plan**

**Step 1:** Login to CUNYfirst , then go to Student Center, then Self-Service.



**Step 2**: Navigate to **Finances** and select **Enroll/Manage Payment Plan** link.



Step 3: Click on Payment Plan



**Step 4:** Enter tuition, fees, charges and estimated amounts



## **Step 5:** Select a Payment Plan option (Click Continue buttons to Proceed)

Į.	Estimated† Balance	Down Payment	Estimated† Balance (Adjusted)	Installments	Estimated Installme Amount
6 payment plan starting Augus LaGuardia Fall 2015		ment Fee: \$40.00) 434.83 (16.67%)	\$2,173.62	5	\$434.7
Once actual charges have poste coount, you will receive email no atch your student account balan coount balance must be paid in fi	otification if you ice. Your rema	ır remaining payn ining installments	nent plan budg may be rebal	et needs to be	adjusted
Schedule Preferences					
<ul> <li>Each installment will enrolling in this paym</li> </ul>		lly deducted from	the account you	authorized wh	ile
<ul> <li>You will be sent a ren deducted.</li> </ul>					
<ul> <li>Installments will be a falls on a weekend, the</li> </ul>					
NOTE: We will automatically this payment plan. Each ded emailed to you. If a schedule the next business day.	uction will occu	ir on the day indic	ated and prior i	notification will	be
Security					
Security Question:	Select One	2			•
Security Answer:		nswer can only conta		rs,	
Why is this information bein Business Solutions, when yo provide the answer you enter	ou call to inquir	e about your Payn	nent Plan you n	nay be required	
Payment Method					
Payment Method Payment Method:	Select One	<u>▼</u>			
			s well as all m	onthly automati	С
Payment Method:		nents due today a		onthly automati	
Payment Method:		nents due today a			
Payment Method:  NOTE: This account will be u deductions.  Contact Information  Daytime Phone:	sed for all payr	ments due today a	s Back Co		C Cancel
Payment Method:  NOTE: This account will be u deductions.  Contact Information  Daytime Phone:	sed for all payr	nents due today a	s Back Co		
Payment Method:  NOTE: This account will be u deductions.  Contact Information  Daytime Phone:  Email Address:	sed for all payr	ments due today a	2 123 4587		
Payment Method:  NOTE: This account will be u deductions.  Contact Information  Daytime Phone:  Email Address:	sed for all payr	ments due today a	2 123 4587		
Payment Method:  NOTE: This account will be u deductions.  Contact Information  Daytime Phone:  Email Address:	sed for all payr	ments due today a	2 123 4587		

#### Step 6: Click Continue to confirm

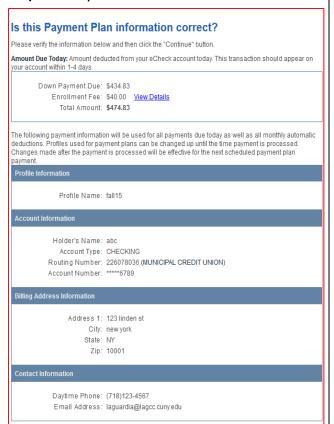
Payment Plan Service Fe Credit card payments are processed by Ne	
Creat care payments are processed by Net through NTS. Nelnet Business Solutions p transaction processing services, operating your institution to process credit card paym	provides third-party number an agreement with Transaction Solutions
amount is calculated based on 2.65% of your payment and will appear as a separate ite	for processing your payment. This means that the Service Fee our total payment amount. The 2.65% Service Fee is a added to your me on your credit card statement. The Service Fee is not a fee fee is not refundable, even if the payment to which it relates is act.
Click the "Continue" button.	Click Here Continue>>
	- SA

# **Step 7:** Type in your E-Check Information (If you chose Monthly Down Payment).

Provide eCheck Infor	mation					
Please provide your eCheck informat completed all fields.	ion in the fields below. Click the "Continue" button when you have					
The profile you create will be used each month to auto debit the bank account you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the bank account information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.						
For help, please click on the question	mark next to a field.					
NOTE: All fields are required.						
Amount Due Today: Amount deducte your account within 1-4 days.	d from your eCheck account today. This transaction should appear on					
Down Payment Due: \$43 Enrollment Fee: \$40 Total Amount: \$47	.00 <u>View Details</u>					
deductions. Profiles used for paymen	ill be used for all payments due today as well as all monthly automatic it plans can be changed up until the time payment is processed. processed will be effective for the next scheduled payment plan					
Account Information						
Holder's Name:  Account Type: Ct  Routing Number:  Account Number:	HECKING •					
Billing Address Information						
Address 1:  (optional) Address 2:  City: State: Se	elect One					

LaGuardia Community College
31-10 Thomson Ave, Long Island City, New York 11101
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#### Step 8: Verify that all information is correct.



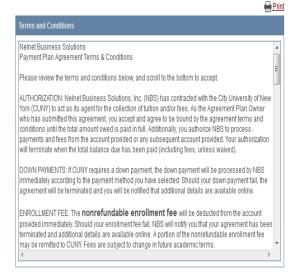
#### Step 9: Click Continue to confirm



## **Step 10:** Read and Agree to the Payment Plan Terms and Conditions.

#### **Payment Plan Terms and Conditions**

Please read and agree to the terms and conditions below, and then click the "Confirm" button.



To participate in a payment plan and divide your fultion into multiple payments, you will pay an enrollment fee of \$40.00. \$25.00 of this fee is retained by Nelnet Business Solutions for providing the software and support necessary to administer your plan. The remainder of this fee is remitted to your institution. Your balance is \$2,173.62, so you will pay a total of \$2,213.62 (your balance plus the enrollment fee).

Your institution may not consider payment plans to be extensions of credit. However, if your plan was determined to be an extension of credit governed by the Truth in Lending Act, the Annual Percentage Rate calculation would look like this:

#### Step 11: Click Confirm to complete

	ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Finance	d	Total Of Payments	
	The cost of your credit as a yearly rate.	The dollar amount your credit will cost you.	The amount provided to your behalf.	you or on	The amount you will have paid after you have made all payments as scheduled.	
	0%	\$0.00 \$2,17		3.62	\$2,173.62	
Your payn	nent schedule will be:					
Nun	ber of Payments	Amount of Payments		When Payments Are Due		
	4	\$434.72		l.	Monthly beginning Aug 1, 2015	
	1	\$434.74			Dec 1, 2015	
	of the Amount Financeo 2,173.62 Amount paid \$0.00 Prepaid fina	d on your account				
authorize No or the dolla	elnet Business Solution	ns to process payr er to meet my finan	ment(s) fro cial obligat	m my acc	count provided in this Agount as indicated on this educational Institution. I	Agreement

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