

## How do I sign up for a payment plan? (each semester!)

Step 1: See PDF entitled “Accessing Your Student Account (balance)” if you don’t know how to get to your student account.

**Additional payment plan information:** payments are due on the 15<sup>th</sup> of each month and there’s a \$40 enrollment fee for each plan. There is also a \$35 late fee for each missed installment. Late fees are applied after a 5-day grace period

Step 2: Select “enroll in payment plan” and write down your current balance minus (-) any remaining payment plan installments from the previous term. You will manually enter the “Balance” in Step 4.

I would like to pay...

Student Account	ID: xxx[REDACTED]
Balance	\$28,331.82
Estimated Financial Aid	\$9,817.00
Balance Including Estimated Aid	\$18,514.82

Step 3a: Select the term you’re making the payment plan for.

### Payment Plan Enrollment




Select

Select Term

- Select Term
- Summer 2019
- Spring 2019
- Fall 2019

Step 3b: If there are any plans available for a specific term, then they will pop up when you select that term (see the example below). Plan lengths vary depending on what type of student you are.

## Payment Plan Enrollment

 Select — 
  Schedule — 
  Agreement

Select Term: Fall 2019 ▼ Select

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Fall 2019 5-Month Plan	\$40.00	5	\$35.00	<span style="border: 1px solid #ccc; padding: 2px;">Details</span> <span style="background-color: #333; color: white; padding: 2px 5px; margin-left: 5px;">Select</span>
Fall 2019 4-Month Plan	\$40.00	4	\$35.00	<span style="border: 1px solid #ccc; padding: 2px;">Details</span> <span style="background-color: #333; color: white; padding: 2px 5px; margin-left: 5px;">Select</span>

Step 4: Enter in the “balance” that you wrote down in Step 2 in the “Charges(\$)” field, then click “Update Schedule”.

\*If you are a Traditional Undergraduate student, you will use a My Plan to Pay worksheet to determine estimated charges and aid.

<https://www.trevecca.edu/admissions/financial-aid/myplantopay>

### Fall 2019 5-Month Plan

Please estimate all charges and credits to be included in the payment plan.

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
All	<input style="width: 60px;" type="text" value="0.00"/>	
		<b>Setup fee: 40.00</b>
		<b>Balance: 0.00</b>

#### Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. \$18,514.82 is not currently included in a payment plan. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Installment 1	8/15/19	0.00
Installment 2	9/15/19	0.00
Installment 3	10/15/19	0.00
Installment 4	11/15/19	0.00
Installment 5	12/15/19	0.00
<b>Total of installments:</b>		<b>0.00</b>
		<b>Total fees: 40.00</b>

## Fall 2019 5-Month Plan

Please estimate all charges and credits to be included in the payment plan.

### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
All	18514.82	

Setup fee: 40.00

Balance: 0.00

[Update Schedule](#)

### Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. \$18,514.82 is not currently included in a payment plan. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Installment 1	8/15/19	0.00
Installment 2	9/15/19	0.00
Installment 3	10/15/19	0.00
Installment 4	11/15/19	0.00
Installment 5	12/15/19	0.00

Total of installments: 0.00

Total fees: 40.00

## Fall 2019 5-Month Plan

Please estimate all charges and credits to be included in the payment plan.

### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
All	18,514.82	

Setup fee: 40.00

Balance: 18,514.82

### Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Installment 1	8/15/19	3,702.96
Installment 2	9/15/19	3,702.96
Installment 3	10/15/19	3,702.96
Installment 4	11/15/19	3,702.96
Installment 5	12/15/19	3,702.98

Total of installments: 18,514.82

Total fees: 40.00

### Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[Back](#)

[Cancel](#)

[Continue](#)

Step 5: Pay the \$40 enrollment fee to complete payment plan set up.

You will receive an email regarding the successful enrollment in the plan. The plan should now show up on your home page in student account center and in the "payment plan" tab.

\*Disclaimer-Balances are subject to change throughout the semester. Please check your account regularly to make sure your balance will be paid in full by the end of each semester. (Make additional payments towards "balance not included in plan" or contact Student Accounts in increase your payment plan). [financialservices@trevecca.edu](mailto:financialservices@trevecca.edu).