SIGNING UP FOR A PAYMENT PLAN



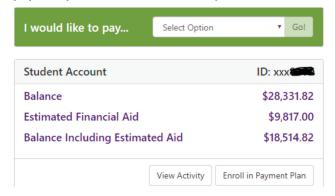
STEP ONE

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 15th of each month. A \$40 enrollment fee is required for each plan. A \$40 late fee will be charged for each missed installment. Late fees are applied after a 5-day grace period.

STEP TWO

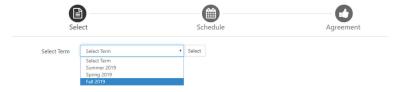
Select "enroll in payment plan" and write down your current balance minus (-) any remaining payment plan installments from the previous term. You will manually enter the "Balance" in Step 4.



STEP THREE (A)

Select the term you're making the payment plan for.

Payment Plan Enrollment



STEP THREE (B) 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



CONT.

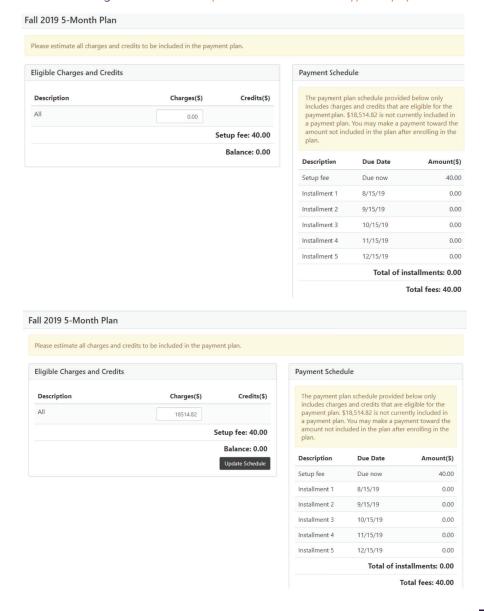
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STEP FOUR

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

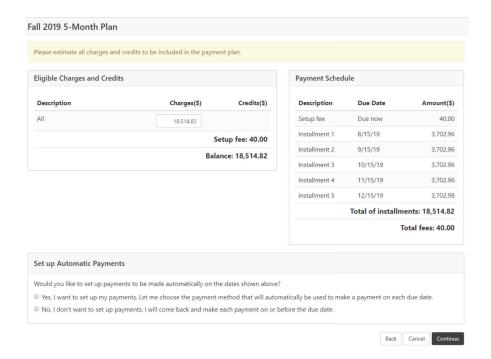
If you are a Traditional Undergraduate student, you will use a My Plan to Pay worksheet to determine estimated charges and aid. Visit https://www.trevecca.edu/myplantopay.



SIGNING UP FOR A PAYMENT PLAN



STEP FOUR CONT.



STEP FIVE

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). Contact financialservices@trevecca.edu for more information.