



DARE TO DO MORE

How to Enroll in NELNET Payment Plan

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

CUNYfirst LOG-IN

Username:

Password:

Integrated Resources & Services Tool

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

[Enroll/Manage Payment Plan](#) **Click Here**

Step 3: Click on Payment Plan

Transaction History

[Payment Plan](#) **Click Here**

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

LaGuardia Fall 2015	
Charges	Credits
Tuition & Fees	2,608.45
Pell	0.00
TAP	0.00
SEOG	0.00
Direct Loans	0.00
Perkins Loans	0.00
Grants	0.00
Scholarships	0.00
Third Party Contracts	0.00
Payment Plan Balance	2,608.45

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

Payment Plan Options

Please select a payment plan option.

	Estimated† Balance	Down Payment	Estimated† Balance (Adjusted)	Installments	Estimated† Installment Amount
6 payment plan starting August 2015 (Enrollment Fee: \$40.00)					
LaGuardia Fall 2015	\$2,608.45	\$434.83 (16.67%)	\$2,173.62	5	\$434.72

† Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

Schedule Preferences

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message 5 day(s) before your installment is automatically deducted.
- Installments will be automatically deducted on the 1st day of each month. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Security

Security Question:

Security Answer:

(The Security Answer can only contain letters, numbers, spaces and common punctuation/symbols.)

Why is this information being collected? Since this payment plan is administered by Nelnet Business Solutions, when you call to inquire about your Payment Plan you may be required to provide the answer you enter here to verify you are the plan's responsible party.

Payment Method

Payment Method:

NOTE: This account will be used for all payments due today as well as all monthly automatic deductions.

Contact Information

Daytime Phone:

e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address:

Enter a profile name to save your account information for future use.

Profile Information

Profile Name:

Step 6: Click Continue to confirm

Payment Plan Service Fee

Credit card payments are processed by Nelnet Business Solutions through NTS. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit card payments on your behalf.

nelnet
Transaction Solutions

You will be charged a 2.65% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.65% of your total payment amount. The 2.65% Service Fee is added to your payment and will appear as a separate item on your credit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

Click the "Continue" button.

Click Here

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

Provide eCheck Information

Please provide your eCheck information in the fields below. Click the "Continue" button when you have completed all fields.

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 deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Down Payment Due: \$434.83
Enrollment Fee: \$40.00 [View Details](#)
Total Amount: **\$474.83**

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Account Information

Holder's Name:

Account Type:

Routing Number: ?

Account Number: ?

Billing Address Information

Address 1:

(optional) Address 2:

City:

State:

Zip:

Step 8: Verify that all information is correct.

Is this Payment Plan information correct?

Please verify the information below and then click the "Continue" button.

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Down Payment Due:	\$434.83
Enrollment Fee:	\$40.00 View Details
Total Amount:	\$474.83

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Profile Information

Profile Name: fall15

Account Information

Holder's Name: abc
 Account Type: CHECKING
 Routing Number: 226078036 (MUNICIPAL CREDIT UNION)
 Account Number: *****6789

Billing Address Information

Address 1: 123 linden st
 City: new york
 State: NY
 Zip: 10001

Contact Information

Daytime Phone: (718)123-4567
 Email Address: lguardia@lagcc.cuny.edu

Step 9: Click Continue to confirm

Remaining Payment Schedule Summary for LaGuardia Fall 2015

Plan	Estimated [†] Balance	First Installment Date	Installments	Estimated [†] Installment Amount
LaGuardia Fall 2015	\$2,173.62	Aug 01, 2015 (Sat)	5	\$434.72

[†] Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and/or notification will be emailed to you. If a scheduled installment date falls on a weekend or holiday, the deduction will occur the next business day.

Click Here

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.



Terms and Conditions

Netnet Business Solutions
 Payment Plan Agreement Terms & Conditions

Please review the terms and conditions below, and scroll to the bottom to accept.

AUTHORIZATION: Netnet Business Solutions, Inc. (NBS) has contracted with the City University of New York (CUNY) to act as its agent for the collection of tuition and/or fees. As the Agreement Plan Owner who has submitted this agreement, you accept and agree to be bound by the agreement terms and conditions until the total amount owed is paid in full. Additionally, you authorize NBS to process payments and fees from the account provided or any subsequent account provided. Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

DOWN PAYMENTS: If CUNY requires a down payment, the down payment will be processed by NBS immediately according to the payment method you have selected. Should your down payment fail, the agreement will be terminated and you will be notified that additional details are available online.

ENROLLMENT FEE: The **nonrefundable enrollment fee** will be deducted from the account provided immediately. Should your enrollment fee fail, NBS will notify you that your agreement has been terminated and additional details are available online. A portion of the nonrefundable enrollment fee may be remitted to CUNY. Fees are subject to change in future academic terms.

To participate in a payment plan and divide your tuition into multiple payments, you will pay an enrollment fee of \$40.00. \$25.00 of this fee is retained by Netnet 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 Financed	Total Of Payments
The cost of your credit as a yearly rate. 0%	The dollar amount your credit will cost you. \$0.00	The amount of credit provided to you or on your behalf. \$2,173.62	The amount you will have paid after you have made all payments as scheduled. \$2,173.62

Your payment schedule will be:

Number of Payments	Amount of Payments	When Payments Are Due
4	\$434.72	Monthly beginning Aug 1, 2015
1	\$434.74	Dec 1, 2015

Late Charge: None.

Prepayment: If you pay your plan off early, you will not be entitled to a refund of the finance charge.

See your contract documents for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Itemization of the Amount Financed of \$2,173.62
 \$2,173.62 Amount paid on your account
 \$0.00 Prepaid finance charge

I, Kathy Bowden, guarantee that I am an authorized signer on the account provided in this Agreement. I authorize Netnet Business Solutions to process payment(s) from my account as indicated on this Agreement for the dollar amount above in order to meet my financial obligation to my educational institution. I understand that I may print a copy of this authorization for my records.

Click here to accept the terms and conditions of this Payment Plan Agreement. Then click the Confirm button below to activate this Payment Plan.

Click Here