HOW TO SET UP A PAYMENT PLAN

1. Sign into MyNJIT > Student Services > Bursar's Office > Student Account and Payment Portal > Continue

2. Click ENROLL IN PAYMENT PLAN

3. Select the Term

Payment Plan Enrollment

Select

Schedule

Agreement
Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Plan</td>
<td>1,354.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Residence</td>
<td>4,250.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Balance: 5,604.00**

<table>
<thead>
<tr>
<th>Required down payment</th>
<th>504.36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional down payment</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup fee</td>
<td>Due now</td>
<td>100.00</td>
</tr>
<tr>
<td>Down payment</td>
<td>Due now</td>
<td>504.36</td>
</tr>
<tr>
<td>Installment 1</td>
<td>8/10/18</td>
<td>566.63</td>
</tr>
<tr>
<td>Installment 2</td>
<td>8/24/18</td>
<td>566.63</td>
</tr>
<tr>
<td>Installment 3</td>
<td>9/7/18</td>
<td>566.63</td>
</tr>
<tr>
<td>Installment 4</td>
<td>9/21/18</td>
<td>566.63</td>
</tr>
<tr>
<td>Installment 5</td>
<td>10/5/18</td>
<td>566.63</td>
</tr>
</tbody>
</table>

- Down payment amount: Amount required to enroll in the plan.
- Additional funds can be entered to reduce the installment amounts.
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.

OPTION: Set up automatic payments
On the scheduled due date Payments will be automatically drafted out of the account chosen

or

Choose to sign in on every due date and make payment
Payment Plan Enrollment

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: $604.36
Method: Select Method

*Credit card payments are handled through PayPath®, a tuition payment service.
You must pay the plan fees before enrollment can be processed.
All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: $604.36
Method: New Electronic Check (checking/savings)

*Credit card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler’s checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Save payment method as:
(example My Checking)

Required: Name payment method
<table>
<thead>
<tr>
<th><strong>Name on account:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account type:</strong></td>
<td>Select account type</td>
</tr>
<tr>
<td><strong>Routing number:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Bank account number:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER**

**Confirm account number:**

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**Electronic Check** - Payments can be made from a personal checking or savings account.

*Person’s name that appears on the Checking account.*

*Please note that Re-enter is the account number in REVERSE.*
**Payment Plan Agreement**

You must scroll through the full agreement and select "I agree" to continue.

While in Emulate Student mode, you may not enroll in a Payment Plan.

Please read the following agreement carefully before you continue.

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finance Charge</strong></td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>Amount Financed</strong></td>
<td>$5,099.64</td>
</tr>
<tr>
<td><strong>Total of Payments</strong></td>
<td>$5,199.64</td>
</tr>
</tbody>
</table>

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of cost of the

☐ I agree to the terms and conditions.

Payment Method of a Credit Card will open a Pop up window. Additional fee of 2.85% applies for credit card payments. Must check "I agree" to proceed.
• You must pay the plan fees before enrollment can be processed.
• You will be responsible for making installment payments on time, through this system, in person, or via mail.

*Credit card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler’s checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

OPTION:
Saving payment method is not Recurring Payment. It saves the payment information so it will not need to be re-entered again the next time.