

## HOW TO SET UP A PAYMENT PLAN

Student Account ID: xxxx [redacted]

Balance \$5,604.00

View Activity Enroll in Payment Plan **Make Payment**

My Profile Setup

- Authorized Users
- Notifications

Term Balances

201890-Fall 2018	\$5,604.00
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Sign into MyNJIT > Student Services > Bursar's Office > Student Account and Payment Portal > Continue

Click ENROLL IN PAYMENT PLAN

## Payment Plan Enrollment



Select



Schedule



Agreement

Select Term 201890-Fall 2018 Select

Select the Term



Select



Schedule

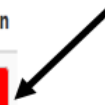


Agreement

Select Term 201890-Fall 2018

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
FALL 18-BI-WEEKLY- Plan 1	\$100.00	9%	9	\$50.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

Select the plan



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.

### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Meal Plans	1,354.00	
Residence	4,250.00	
		<b>Balance: 5,604.00</b>

Required down payment	<input type="text" value="504.36"/>
Additional down payment	<input type="text" value="0.00"/>

### Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	100.00
Down payment	Due now	504.36
Installment 1	8/10/18	566.63
Installment 2	8/24/18	566.63
Installment 3	9/7/18	566.63
Installment 4	9/21/18	566.63
Installment 5	10/5/18	566.63

**Down payment amount-Amount required to enroll in the plan.**

**Additional funds can be entered to reduce the installment amounts.**

Installment 6	10/19/18	566.63
Installment 7	11/2/18	566.63
Installment 8	11/16/18	566.63
Installment 9	11/30/18	566.60

### 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

**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



Select



Schedule



Payment



Agreement

- 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 

Select the Payment Method

Back

Cancel

Continue

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



\*Name on account:

\*Account type:

 ▼

\*Routing number: (Example)

\*Bank account number:

RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER

\*Confirm account number:

Person's name that appears on the Checking account.

Please note that Re-enter is the account number in REVERSE

Back

Cancel

Continue

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

## 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.

<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$100.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$5,099.64
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$5,199.64

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 part of the

I agree to the terms and conditions.

Print Worksheet

Print Agreement

Back

Cancel

Continue

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.

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.

### 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.