

## Quick Reference Guide: Setup a Semester Payment Plan Online

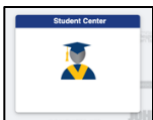


The Semester Payment Plan is convenient, budget friendly, and easy!

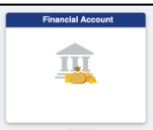
1. Enter <https://home.cunyfirst.cuny.edu> in your browser's address bar:

- Enter your **Username** and **Password** and click **login**

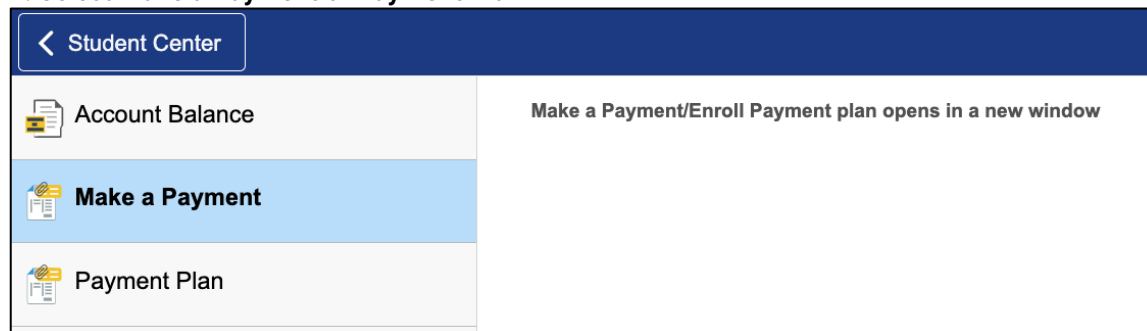
2. Click **Student Center**



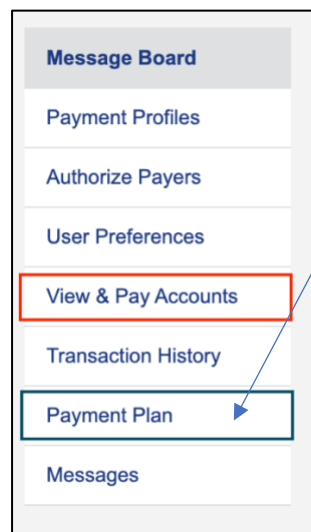
3. Click **Financial Account**



4. Select **Make a Payment** or **Payment Plan**



5. To create a payment plan = **Payment Plan**



\* A 2.65%, non-refundable service fee applied to each credit/debit transaction \*



## 6. Setting up Your Payment Plan

- Semester Payment Plans are for the CURRENT ACADEMIC TERM ONLY. DO NOT include a balance from a prior semester without approval - contact [Bursar@slu.cuny.edu](mailto:Bursar@slu.cuny.edu).
- Choose from the available Semester Payment Plans that begin with either SLU GRAD or SLU UGRD and proceed by clicking on "Sign Up for New Payment Plan".

**Payment Plans**

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

**Advantages**

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

**Available Payment Plans**

To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

**Active Payment Plans**

To view the detail of an active plan and to change the payment method for your plan, click the "Agreement ID" link for that particular plan.

A **Credit/Debit Card** payment is charged to the Credit/Debit Card you select; you will be able to change the Credit/Debit Card to which future payments are charged. A 2.65% nonrefundable Service Fee will be assessed for the use of a credit/debit card. An **eCheck** (electronic check) payment is withdrawn from the checking or savings bank account that you select; you will be able to change the bank account from which future payments are withdrawn.

Payment Plans will include **current** and **prior** Terms. This means if you have an unpaid charge for a Prior Term, you should include that amount when you enroll in the Payment Plan.

**Available Payment Plans**

[Sign Up for New Payment Plan](#)

- You may only sign-up for one payment plan per semester, with plans available for a limited duration.
- A one-time, non-refundable sign-up fee of \$25 will be applied to your first installment payment.
- The first payment is due upon setup.
- Payments will be automatically debited from your bank account or credit card on the 5th of every month (or the following business day).
- For credit/debit card plans only, a service fee of 2.65% will be added to each installment.
- Payment plan amounts will be adjusted at least 10 days prior to the start of the semester to accommodate changes in tuition and financial aid awards. Scheduled payments occurring after the start of the term should reflect your actual owed amount.
- Returned payments will incur a \$30 fee per occurrence.



Creating your **Budget Worksheet**.

### Charges

Tuition & Fees	Enter Total Tuition Here
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Balances from Prior Terms	Account holds may not be released for semester payment plans created after your account becomes past-due. If your balance is overdue and you have a hold, completing a Balance Management Form is necessary for our Bursar staff to assess the appropriate alternative payment program for you.
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### Credits

TAP Scholarships Pell SEOG Third-Party Contracts Direct Loans Grants Perkins Loans	Payment plan amounts will be adjusted after the 7th day of the semester to accommodate any changes in tuition and financial aid awards. We recommend only entering credits if they are accurately reflected on your account statement, as incorrect figures may result in higher future installments.
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Read through **Schedule Preferences**, create your **Security Question**, and enter your **Payment Method** to complete the setup and finalize your plan.

**End of Procedure**