



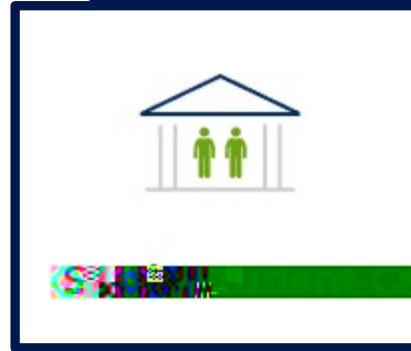
Welcome to the Phoenix College Nelnet Campus Commerce Payment Plan Tutorial

First a Few Notes

- A Nelnet payment plan must be set up before 6:00 PM on the due date to secure a class(es).
- A Payment plan requires \$40.00 to start and will be processed immediately (\$25.00 is a non refundable Service Fee and \$15 goes towards tuition).
- Scheduled payments are automatically taken out on the 5th of every month from

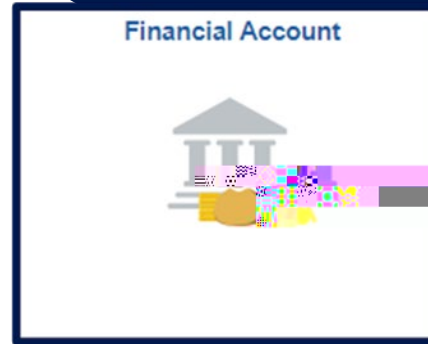
Where do I Start?

- Visit maricopa.edu/students
- Click on the Student Center
- Log in with your MEID and password.



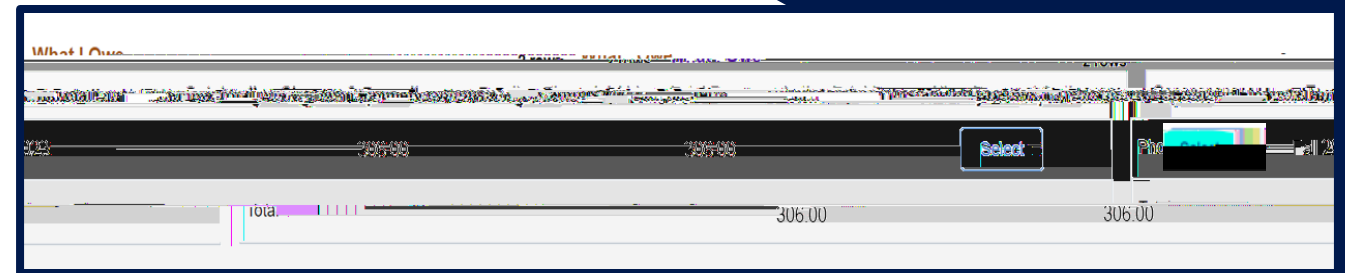
Navigating to the Payment Plan

Select the Financial Account tile



Make a Payment

You will be prompted to "Select" the campus/term you intend to set up a payment plan for (If you are enrolled at multiple campus's or in multiple terms a separate payment plan would need to be established for each).



**The "Select" option will be grayed out if your Pending Financial Aid is greater than what is owed and a payment plan will not be available. **

Notice to Review

**This notice will appear stating that your payment plan will never run longer than your Class end date.

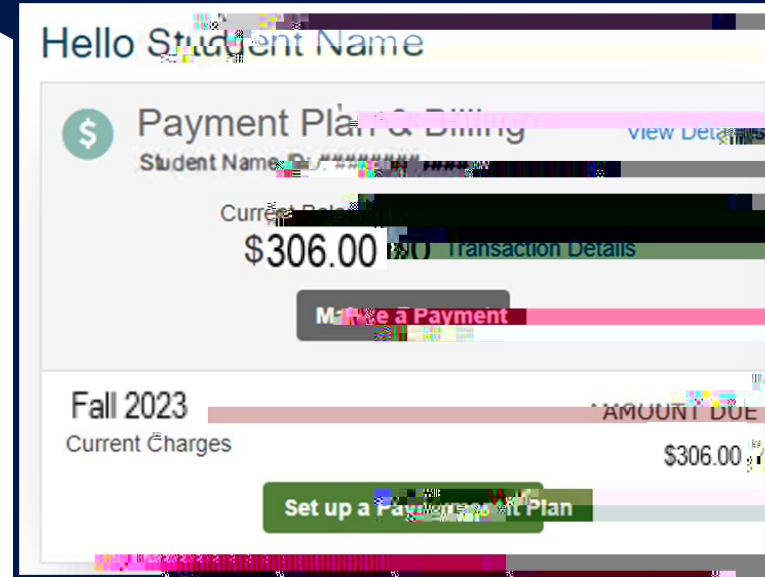
If you make changes to your

Setting up Payment Plan

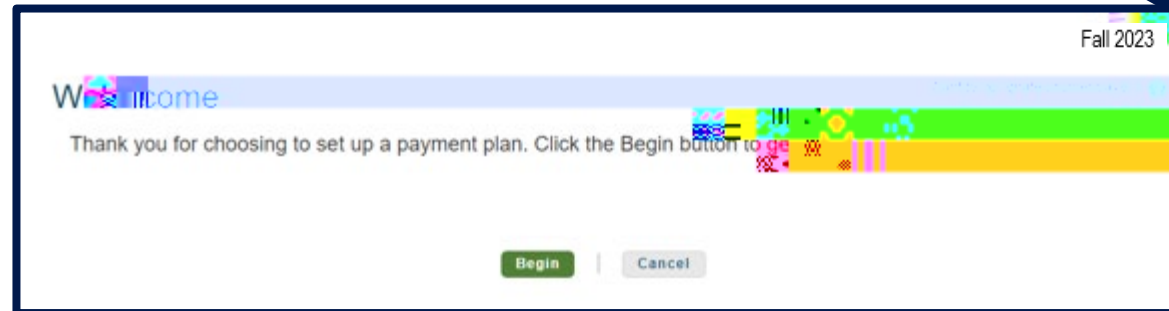
Click the

"Set up Payment Plan" button

(The *"Make a payment"* button is the option for making a payment in full)



Then click *"Begin"*

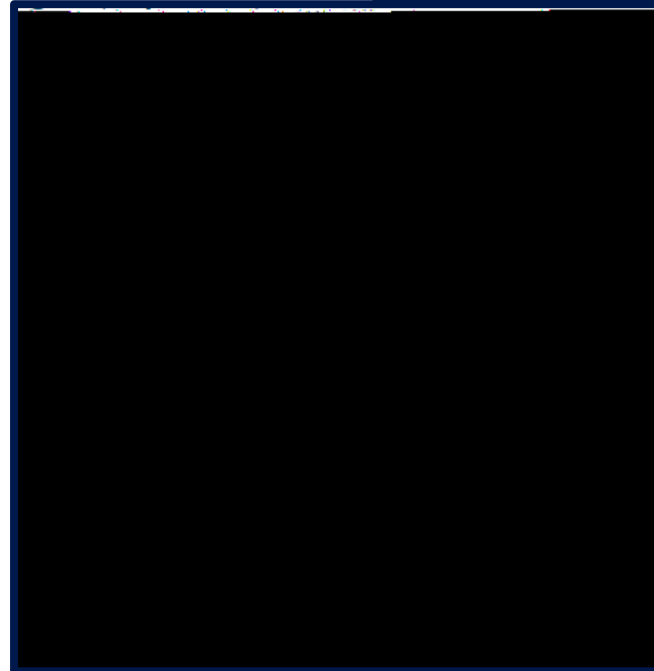
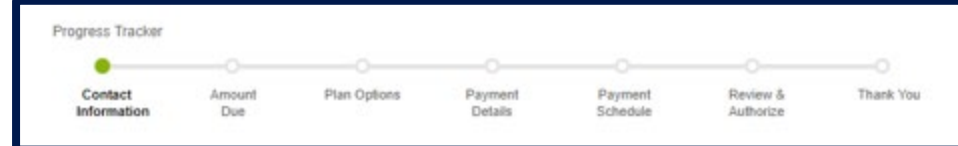


Contact Information

You will be redirected to a your Nelnet Account Profile with information from your Student Center (address, phone number, email)

****Please verify the information.**

First time users will need to create an account.



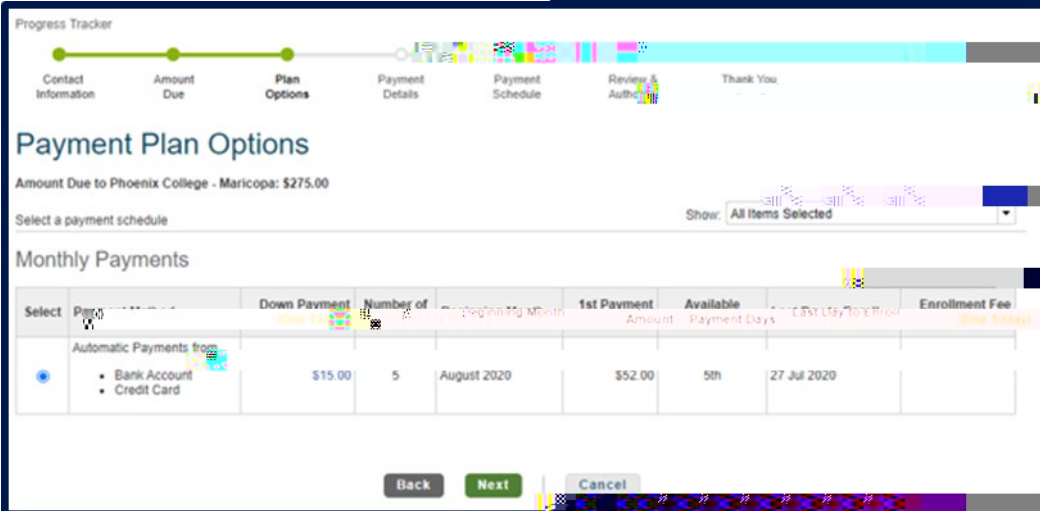
Payment Plan Option and Payment Info

Confirm the Amount Due

Review and select the payment option available to you.

Payment plans will never run longer than the length of your class(es).

****Remember \$25.00 is a nonrefundable service fee****



The screenshot shows a web interface for selecting a payment plan. At the top, a 'Progress Tracker' indicates the current step is 'Plan Options'. Below this, the 'Amount Due to Phoenix College - Maricopa' is listed as \$275.00. A section titled 'Monthly Payments' contains a table with the following data:

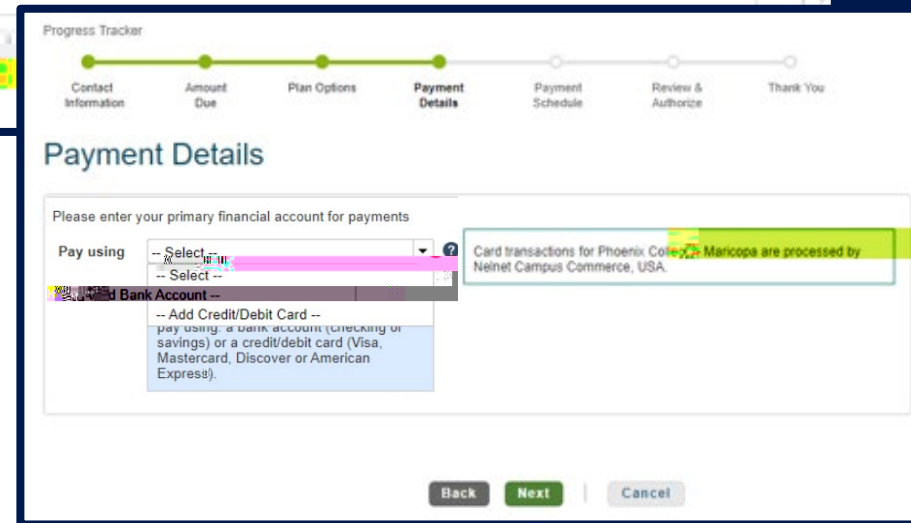
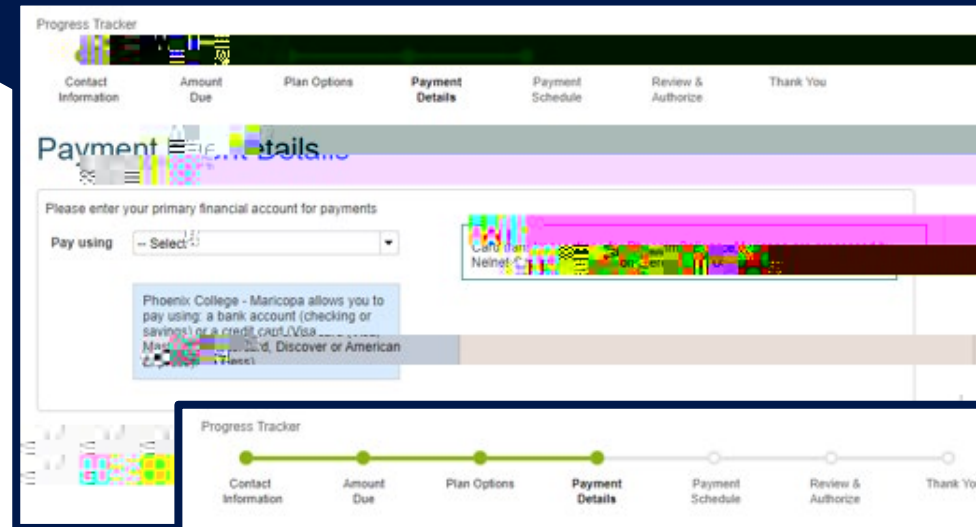
Select	Payment Method	Down Payment	Number of Payments	Starting Month	1st Payment Amount	Available Payment Days	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from: • Bank Account • Credit Card	\$15.00	5	August 2020	\$52.00	5th 27 Jul 2020	

At the bottom of the interface, there are 'Back', 'Next', and 'Cancel' buttons.

Payment Plan Payment Info

Choose how you would like to pay:
Credit/debit card or Checking/Saving
account and enter your payment
information

**** All remaining monthly payments will
automatically be processed ****



Review and Confirmation

Review the scheduled billing dates and confirm the agreement and initial payment.

You will be emailed a copy of the agreement, once the agreement has been confirmed and the initial \$40.00 payment processed.

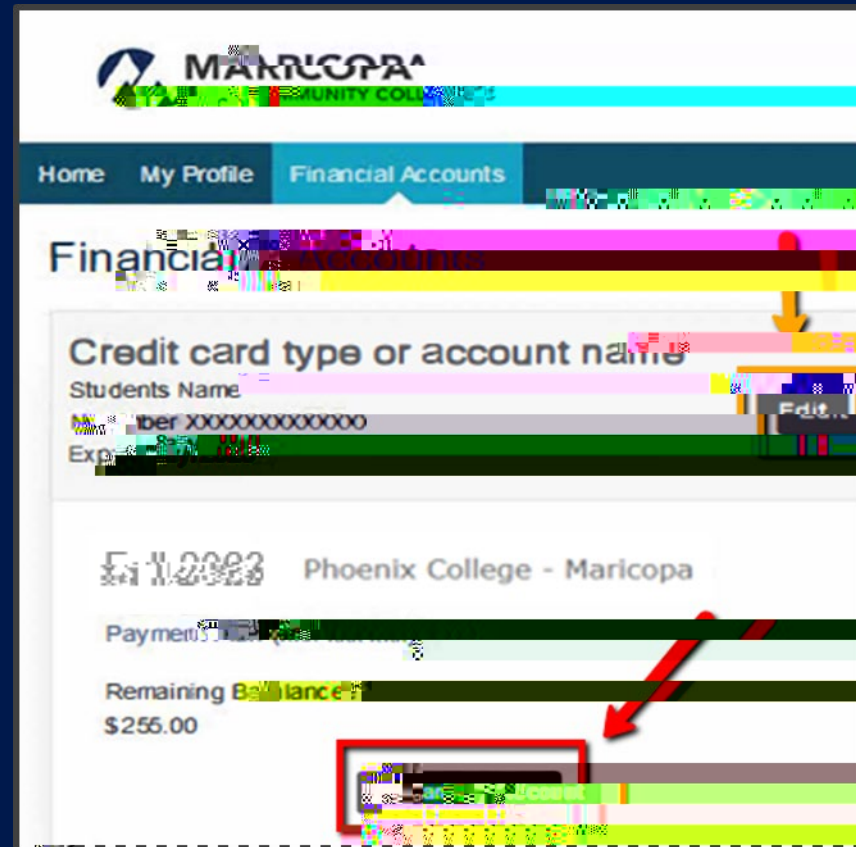
**Your Student Center will still display an amount owed but this is because you have yet to pay your entire balance. As monthly payments are made, your balance will be reduced by your payment amount until the payment plan is complete. **

Q: How do I change my credit card or checking/savings info on file to another?

A: Access the Nelnet payment plan

Once logged in, click the “Financial Accounts” tab and you can choose to **edit** your current banking information or **change** your payment method.

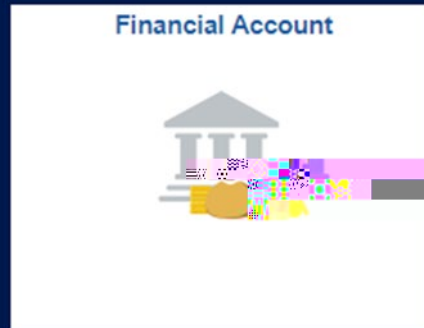
****Nelnet must be given 2 business days before the next scheduled payment date to process any payment changes****



Q:

Q: How do I know when my classes are due?

A: 1. Log into your Student Center and select “Financial Account”



2. Then, Account Statement -
Select the Campus / Term

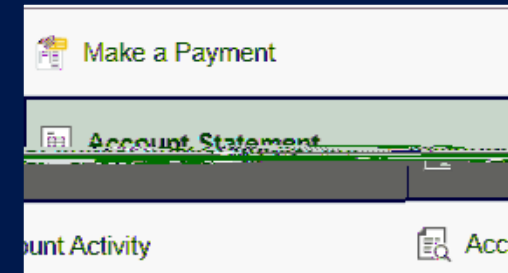
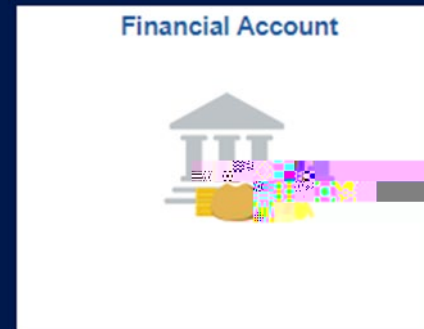
3. View the Due Date Section

Q9: How do I know the last day I can withdraw from a class and receive a refund?

A: 1. Log into your Student Center and select "Financial Account"

2. Then, Account Statement - Select the Campus / Term

3. View the Refund Deadline section for the related course



Fall 2009		Phoenix College		Fall 2023	
Charges			Account Balance: 275.00		
Description	Class	Charges	Balance	Due Date	Refund Deadline
Registration Processing Fee		15.00	15.00	08/03/20	08/31/20
County Resident Tuition	Human Relations in Business	255.00	255.00	08/03/20	08/31/20
Total Charges:			275.00		