Past Due Payment Plan Enrollment

- 1. Students can login to <u>CIS</u>.
- 2. Select Tuition and Loans Tile.



3. Select Payments and Payment Plans

Payment & Payment Plans

4. Select Payment Plan

Payment Plan

5. Select Past Due Payment Plan and then Sign Up for New Payment Plan

Available Payment Plans				
Past Due Payment Plan (\$50.00 Non Refundable Enrollment Fee) (10% Down Payment May Be Required)				
Sign Up for New Payment Plan				

6. Complete Budget Worksheet

Past Due Payment Plan				
Charges	Values	Credits	Values	
Past Due Amount	0.00			
Payment Plan Balance			0.00	

Enter Past Due Amount

7. Enter and select Payment Date of the 5th or 20th for your scheduled monthly payments

PAYMENT	PAYMENT I
DATE	DATE
5th 🗸	20th ~

8. Select Payment Method and complete payment

Payment Method: Select One... v

9. Read and Accept payment plan agreement.

Please contact Income Accounting and Student Loan Services with any questions or concerns at (801) 581-7344.