



Payment Plan

1. WHAT IS A PAYMENT PLAN?

The payment plan is easy, convenient and low-cost option to budget tuition & fees. It is not a loan program! There is no interest assessed and a credit check is not required. **There is a one-time enrollment fee of (\$25.00) and it is charged each semester the payment plan is utilized.**

***A 2.65% service fee is charged to process each credit/debit card payment installment.**

2. WHERE CAN I ENROLL IN A PAYMENT PLAN?

Be sure to disable any pop-up blockers prior to logging into CUNYfirst. Internet Explorer, Mozilla Firefox and Microsoft Edge are the recommended web browsers.

CUNYFIRST > STUDENT CENTER > ENROLL/MANAGE PAYMENT PLAN. This will take you to a new tab/window serviced by QuikPay.

The screenshot shows the CUNYfirst Student Center interface. The user is logged in as John Doe (ID: 12345678). The page is titled "SAMPLE" and "John's Student Center". The navigation menu includes "Academics", "Finances", and "Personal Information".

- Academics:** Search, Plan, Enroll, My Academics, other academic... (dropdown), SEARCH FOR CLASSES button.
- Finances:** My Account (Account Inquiry), Financial Aid (View Financial Aid, Accept/Decline Awards, Direct Loan Processing Form, Supplement Form), other financial... (dropdown).
- Personal Information:** Emergency Contact Names, Contact Information (Home Address, Mailing Address).

Key messages and actions:

- "You are not enrolled in classes." (Information icon)
- "enroll/manage payment plan" (Red box)
- "You have no outstanding charges at this time." (Information icon)
- "enrollment shopping cart" (arrow)
- "make a payment" (arrow)
- "No Holds." (Holds section)
- "No To Do's." (To Do List section)
- "NYS ATB Proficient" (Milestones section)
- "Open Enrollment Dates" (Enrollment Dates section)
- "Program Advisor" (Advisor section)

Office of the Bursar
 524 West 59th St, Rm. L70
 New York, NY 10019
 T: 212-237-8555
 E: Bursar@jjay.cuny.edu

Step 4	QuikPay Systems-Menu Page	Select ' PAYMENT PLAN ' again from the left menu pane. Choose your preferred payment method. (<i>Credit/debit card <u>or</u> eCheck plan</i>)
Step 5	Create a Budget Worksheet	*IMPORTANT: You must manually enter your semester bill and any awarded financial aid. Entering inaccurate figures in the Budget Worksheet will cause the down payment to be inconsistent with remaining payments. (See Appendix A for guidance on completing the Budget Worksheet.)
Step 6	Finalize Plan	Enter/save payment information and review scheduled payments.

3. WHEN CAN I ENROLL IN THE PAYMENT PLAN?

Students should enroll in a payment plan **BEFORE** the term posted due-dates. This is to avoid Late Fees, course cancellation/deregistration and Bursar holds. In addition, the student can maximize on the number of installments the earlier they enroll for the plan.

FALL 2021 PAYMENT PLAN

Plan Type	Plan Opens	Plan Closes	Down Payment	Months of Payments
6-INSTALLMENT	4/27/2021	6/22/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installments 2—6 JUL-AUG-SEP-OCT-NOV
5-INSTALLMENT	6/23/2021	7/22/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installments 2—5 AUG-SEP-OCT-NOV
4-INSTALLMENT	7/23/2021	8/24/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installments 2—4 SEP-OCT-NOV
3-INSTALLMENT	8/25/2021	8/31/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installments 2 & 3 OCT-NOV
3-INSTALLMENT <i>Reopens!</i>	9/7/2021	9/21/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installments 2 & 3 OCT-NOV
2-INSTALLMENT (50/50)	9/22/2021	10/22/2021	1 st Installment Due Upon Enrollment + Enrollment Fee	Installment 2 NOV
FALL 2021 PAYMENT PLAN CLOSES PERMANENTLY ON 10/23/2021				

~~SUMMER 2021 PAYMENT PLAN~~

*** CLOSED ***

ENROLLMENT PERIOD: 4/27/2021 – 7/22/2021

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FOR ADDITIONAL INFORMATION, STUDENTS AND FAMILIES MAY CALL NELNET'S CUSTOMER SERVICE NUMBER AT 1-888-470-6014.

<http://mycollegepaymentplan.com/cuny/>

4. HOW IS THE PAYMENT PLAN RECORDED?

Payment Plan installments are posted to the student's account based on their chosen payment method (i.e., credit/debit or eCheck).

5. I HAVE A PAST-DUE BALANCE/BURSAR HOLD—CAN I USE THE PAYMENT PLAN TO CLEAR IT?

SHOULD A BALANCE BECOME PAST-DUE AND A BURSAR HOLD IS PLACED ON YOUR RECORD, ENROLLING IN THE PAYMENT PLAN DOES NOT GUARANTEE HOLD CLEARANCE! Equally important, the University payment plan (serviced by QuikPay – Nelnet) has target enrollment dates. This means plans have specified open and close times. Once the current term payment plan has closed, the student is no longer able to use the service.

**** DO NOT ATTEMPT TO ENROLL A PAST-DUE BALANCE IN A PAYMENT PLAN DESIGNATED FOR ANOTHER TERM! HOLDS WILL NOT BE REMOVED UNTIL BALANCE IS (\$0.00). ****

ACCOUNT STATUS	PAY PLAN IS	OPTIONS	ACTION
Current Term Past-Due/B-Hold	Open	Enroll in the payment plan and bring the account balance to \$0.00.	BURSAR HOLD IS RELEASED WHEN THE BALANCE IS (\$0.00).
Current Term Past-Due/B-Hold	Closed	Utilize another method of payment until the account balance is \$0.00.	BURSAR HOLD IS RELEASED WHEN THE BALANCE IS (\$0.00).
Prior Term Past-Due/B-Hold	Closed	Utilize another method of payment until the account balance is \$0.00.	BURSAR HOLD IS RELEASED WHEN THE BALANCE IS (\$0.00).

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APPENDIX A

SAMPLE BUDGET WORKSHEET		
CHARGES	VALUES	IMPORTANT NOTES
TUITION & FEES	[ENTER THE TOTAL \$\$ TUITION/FEES]	YOUR SEMESTER BILL IS ACCESSIBLE ON CUNYFIRST. BE SURE TO ENTER ACCURATE FIGURES. ANY UNCERTAINTIES CAN BE ADDRESSED BY A BURSAR REPRESENTATIVE.
HOUSING	[ENTER THE TOTAL \$\$ HOUSING]	
BALANCES FROM PRIOR TERM	[ENTER THE TOTAL \$\$ PRIOR BAL]	
<p>BE ADVISED THE 'DOWN PAYMENT' IS ORIGINATED FROM THE FIGURES YOU ENTER HERE. HOWEVER, QUIKPAY WILL SYNCHRONIZE WITH CUNYFIRST <u>AFTER</u> THE SEMESTER START TO INCLUDE LIVE FINANCIAL INFORMATION. ENTERING INACCURATE FIGURES IN THIS AREA WILL CAUSE REMAINING INSTALLMENTS TO BE INCONSISTENT.</p>		

CREDITS	VALUES	IMPORTANT NOTES
PELL	[ENTER THE TOTAL \$\$ PELL]	<p>THIS SECTION WILL REDUCE YOUR TOTAL PLAN BALANCE!</p> <ul style="list-style-type: none"> FILL OUT THIS SECTION WITH FINANCIAL AID AWARDS THAT APPEAR ON YOUR STUDENT BILL. LEAVE THIS SECTION BLANK IF FINANCIAL AID AWARDS DO NOT APPEAR ON YOUR STUDENT BILL. <p>LEARN MORE ABOUT ACCESSING THE STUDENT BILL BY CLICKING HERE.</p>
TAP	[ENTER THE TOTAL \$\$ TAP]	
SEOG	[ENTER THE TOTAL \$\$ SEOG]	
DIRECT LOAN	[ENTER THE TOTAL \$\$ DL]	
PERKINS LOAN	[ENTER THE TOTAL \$\$ PL]	
GRANTS	[ENTER THE TOTAL \$\$ GRANT]	
SCHOLARSHIPS	[ENTER THE TOTAL \$\$ SCH]	
THIRD-PARTY CONTRACTS	[ENTER THE TOTAL \$\$ TPC]	
<p>BE ADVISED THE 'DOWN PAYMENT' IS ORIGINATED FROM THE FIGURES YOU ENTER HERE. HOWEVER, QUIKPAY WILL SYNCHRONIZE WITH CUNYFIRST <u>AFTER</u> THE SEMESTER START TO INCLUDE LIVE FINANCIAL INFORMATION. ENTERING INACCURATE FIGURES IN THIS AREA WILL CAUSE REMAINING INSTALLMENTS TO BE INCONSISTENT.</p>		

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