

## **Payment Plan FAQs**

### **Payment Plan Adjustment Questions:**

**Q. I already have a payment plan and now I want to add a class. What happens?**

**A.** When you register for your new class, you will be asked to finalize your registration change within 30 minutes and the additional tuition & fee charges will be added to your future monthly payments.

**Q. I already have a payment plan and now I want to drop a class within the 100% refund period. What happens?**

**A.** When you drop your class within the 100% refund period, the associated tuition & fee charges will be deducted from your future monthly payments.

**Q. I already have a payment plan and now I want to withdraw from a class after the 100% refund period. What happens?**

**A.** When you withdraw from your class, you will still be responsible for the payment of that class and your payment plan's monthly payments will not change.

**Q. I already have a payment plan and now I want to switch class during the 100% refund period. What happens?**

**A.** When you make your class switch, you will be asked to finalize your registration change within 30 minutes. If there was a difference in cost between the switched classes, your payment plan's future monthly payments will be adjusted accordingly.

**Q. If I pay off my whole balance in full, how do I close my payment plan account?**

**A.** If you pay in the Business Office, your payment plan will reduce to a zero balance. No other payments will attempt unless another class is added within the semester.  
Please Note: Paying off your account balance within five days of your next scheduled payment plan installment may result in double billing. Please consult the Business Office at 847.925.6880 before making payments at that time.