



# 5

# Steps to Set up payment plan

## 1



### WHILE REGISTERING:

- At the Summary screen: Click on the "Pay Now" shopping card tab.
- On the next screen click the **Blue** "Pay Now" button.

Paying for College



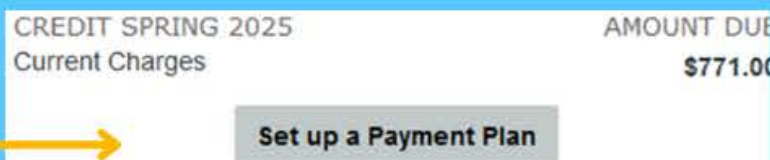
### AFTER REGISTERING:

- In your Harper College student portal find the "Paying for College" box.
- Click the "Online Payment" button.

## 2

### CLICK "SET UP A PAYMENT PLAN" BUTTON

Find the Gray "Set up a Payment Plan" button on the screen and click it.



## 3

### CLICK THE "BEGIN" BUTTON

Begin

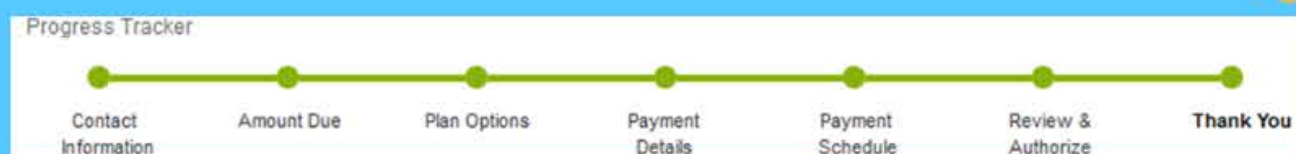
Cancel

Click the "Begin" button to start the process of setting up payment.

## 4

### COMPLETE E-CASHIER SET UP (STEPS 1-6)

Complete and fill out all necessary fields to ensure completion of Payment set up.



## 5

### AUTHORIZE

- Ensure you receive your agreement number.
- Click "Authorize" to complete.

Amount Paid Today <b>\$266.30</b> Mastercard - 0000	Agreement Number <b>000 000 000</b> Remaining Amount <b>\$539.70</b> Mastercard - 0000
-----------------------------------------------------------	----------------------------------------------------------------------------------------------------

**Authorize**

Students not paying for their account in full, after any known tuition reductions, must sign up for Nelnet's Monthly Installment Payment Plan. Failure to complete your payment plan within seven days of registration (the tuition deadline) will result in classes being removed. (A minimum balance of \$50 is required to be able to use a payment plan.)

NOTE: There is a one-time \$40 fee for using this plan.

CONTACT THE BUSINESS OFFICE

FOR ANSWERS TO YOUR QUESTIONS: 847.925.6880

EMAIL: BUSINESSOFFICE@HARPERCOLLEGE.EDU

ON CAMPUS: BUILDING A, ROOM A214

The available options change for the Nelnet Monthly Installment Plan as the semester progresses.

Enrollment dates can also be found online at harpercollege.edu in the 'Nelnet Payment Plan' area of the 'Tuition and Payments' section.

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, gender-related identity, age, marital status, disability, public assistance status, veteran status or sexual orientation.

 Harper College