ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your *out of pocket* tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit or debit card or with an electronic check (eCheck).

The *Enrollment Fee* to sign up using a Debit/Credit Card is $95 per term, while the enrollment fee to sign up using an eCheck is $40 per term. ***The Enrollment Fee is Non-Refundable.***

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

STEP# 1: Login to CUNYfirst at: **https://home.cunyfirst.cuny.edu**.

STEP# 2: Select **HR/Campus Solutions** from the menu on the left.

STEP# 3: Navigate to **Self Service** followed by **Student Center.**

STEP# 4: In the **Finances** section, select your institution and click **Enroll/Manage Payment Plan**.

The link will take you to the Nelnet Tuition Pay Plan enrollment website as shown on the following page. You need to complete the enrollment process and choose your payment method (credit/debit or eCheck).

STEP# 5: Select **Payment Plan** from the menu on the left.

STEP# 6: On the **Payment Plans** page choose either the Credit/Debit Card or ECheck option from the **Available Payment Plans** then click on **Sign Up for New payment Plan**, and follow the instructions on the next screens to complete the enrollment process.