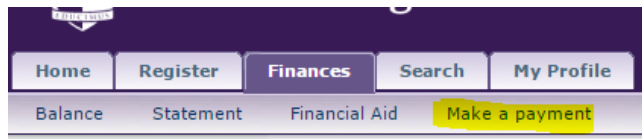


# Steps to Setting up a Pay Plan

**Students:** Sign in through Self Service and open the **Finances** tab and then **Make a Payment**



**Parents:** <http://www.cornellcollege.edu/student-accounts/>

## Student Accounts Office

**STUDENT ACCOUNTS OFFICE**

Payments  
Payment Deadlines  
Schedule of Fees  
Tuition Refund Insurance  
Refunds  
Perkins, McElroy & Sherman Loans  
1098-T Information  
Additional Information  
Contact Us

*Related resources*  
Self-Service  
Financial Planning & Assistance

The Student Accounts Office, a part of **Business Services**, is here to help you with your billing statements, answer questions on your charges, and assist with budgetary questions. Stop by the information desk on the first floor of Old Sem for assistance with cashing checks, trip and student account payments, and general information on our services.

### Tuition & fees payments

- [Tuition statements](#) (students)
- [Make a payment](#) (parents and families)
- [Grant parents access to online payment system \(CashNet\)](#) (PDF)
- [Set up a payment plan](#) (PDF)

**CONTACT INFORMATION**

**Student Accounts Office**  
600 First Street SW  
Mount Vernon, IA 52314-1098

Old Sem, Third Floor  
(319) 895-4593  
(319) 895-5187 (fax)  
Box: 1653  
E-mail us

[Meet our staff](#)

Log-In using the **Parent PIN** and **Password** assigned to you by Higher Education/CashNet

### Student Accounts Online

Parent PIN

Password

[Login](#)

[Students, click here to login with your Login and Password.](#)

[Click here to login if you know the Login but do not have the Password.](#)

[Forgot Password](#)

You should now be on the **Student Accounts Online** screen. Under **Installment Payment Plans**, click on the link to enroll in the appropriate **Monthly Payment Plan**:

**Cornell College**

your account make payment Shopping Cart help sign out

### Student Accounts Online

**Your Account**  
Current Balance \$3,638.43  
[Click here to make a payment](#) (Zero or credit balances are not displayed)  
The last payment received was for \$1.00 on 7/19/2016.

**Your Recent Online Payments** [View All](#)

07/19/2016	\$1.00	<a href="#">View</a>
07/19/2016	\$1.00	<a href="#">View</a>
07/19/2016	\$1.00	<a href="#">View</a>

**Parent PINs** [Add New](#)

You currently have no Parent PINs set up.

**Installment Payment Plans**  
[Click here to enroll in the Fall 2016 payment plan](#)

**Saved Accounts** [Add New](#)

You have no saved payment methods.

Please read the information on the next screen, which will detail your total budget amount, enrollment fee (\$50 which is due immediately) and your installment payments. The first payment is due August 1. After reading the Terms and Conditions, indicate your agreement by **checking the agreement checkbox** at the bottom of the screen. Click **Accept**.

**Terms and Conditions and E-Sign Disclosure and Consent**

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

CORNELL COLLEGE MONTHLY PAYMENT PLAN - 2016-17 YEAR  
TERMS AND CONDITIONS

I agree

View Agreement

Cancel

Accept

The next screen shows what needs to be paid to complete the Pay Plan set-up. It also gives you the options of payment methods- credit card **OR** electronic check:



your account make payment Shopping Cart help sign out

**Student Accounts Online**

**2016SEMFAL - 2016 Fall**

The following items must be paid now to enroll in the 2016SEMFAL - 2016 Fall:

Enrollment Fee	\$50.00
First installment	\$727.69
<b>Total</b>	<b>\$777.69</b>

Which payment method would you like to use to pay this? \*

- Enter new credit card information.
- Enter new electronic check information.
- I do not want to pay the fee; please cancel my enrollment in the plan.

Cancel

Continue

- **Enter new credit card information (processing fee of 2.75% will apply)**

This site is owned and operated by Higher One, Inc.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$61.41.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

I acknowledge that I have read and accept the terms and conditions of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$61.41 for the use of CASHNet® SmartPay.

Cancel

Continue

Cardholder Name

Credit Card Number

Expiration Month

Expiration Year

Address  Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Email Address



(Optional) Please provide a name for this payment method to be saved for future use:

ex: MyCreditCard

Cancel

Continue

You will have the option of **“Naming” your credit card**, to be saved for your future use (ie: Mom’s Visa). NOTE: You will not be asked for the 3 digit security code on the back of your card.

- **Enter new electronic check information (no fee for this service.) You will need your bank account and routing numbers. If you are uncertain what those numbers are, you can click on the link noted. You also have the option of “naming” the bank account to save for future use.**

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check.

If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type  Checking  Savings

Routing Transit Number  [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:  
 ex: MyChecking

- **Saved bank account or credit card information**

This option is used when you have (previously) saved bank or credit card information using the **“Naming” option**. There can be any number of saved accounts or credit cards. Be sure to check that you are selecting the one you want to use.

- **The opportunity to cancel the enrollment**

Click **Continue**. Your student’s email address should be displayed. Click **Continue**.

The next display is for your confirmation. In this example, a saved bank account has been selected. If it is incorrect, click on Cancel and return to the method of payment screen (double check the information you have entered to see that it is correct.) If the information is correct, click **Submit Payment**.

**Payment Plan**

Please confirm the information below. To submit your payment for the Enrollment Fee and the installments you have missed due to late enrollment, click on 'Submit Payment' below.

Account Holder Name: [REDACTED]

Account Number: XXXX [REDACTED]

Account Type: Checking

Routing Transit Number: 073913755

Bank: HILLS BANK AND TRUST CO, HILLS, IA

Email Address: [REDACTED]@cornellcollege.edu

Amount: \$2,233.00

Upon submitting payment, three emails will be generated acknowledging your payments of the enrollment fee and installment and the schedule of your payments and information you should keep regarding late payments, adjustments, etc. **Please note that the monthly amount could fluctuate depending on any outside loans, scholarships, incidental charges that might be applied to the student’s account.**

There will then be a screen that gives you the option of automatic payment on the first each month. Please read the options, selecting the one you wish to use or “No” in which case you will be responsible for going online each month and paying the installment. Click **Continue**.

Please confirm the information below and then submit your application for Spring 2015 Auto Payment.

2015 Auto Payment	
Automatic Payment Date	Amount
02/02/2015	██████
03/02/2015	██████
04/01/2015	██████
05/01/2015	██████

This information is based on the data currently available. Future changes to the installment plan may result in changes to the amount that is automatically paid for each installment.

**Payment Information**

Account Holder Name: ██████████  
Account Number: XXXX ████████  
Account Type: Checking  
Routing Transit Number: 073913755  
Bank: HILLS BANK AND TRUST CO, HILLS, IA  
Email Address: ████████@cornellcollege.edu

If you have difficulty setting up your pay plan or have further questions, there is a Help button in the upper right corner of the application or you can call Student Accounts **(319-895-4593)** for assistance during regular business hours.