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/](http://www.cornellcollege.edu/student-accounts/)

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

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**.
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.

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:

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

- **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.

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**.

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.