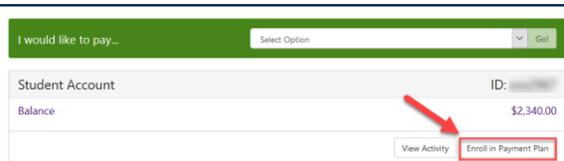


ePayments: Enrolling in Payment Plans Quick Reference Guide

Accessing Payment Plans

In the ePayments click **Enroll In Payment Plan**.



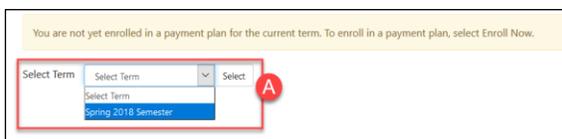
I would like to pay...

Student Account ID: [REDACTED]

Balance \$2,340.00

Enrolling in Plan

(A) Choose term from the drop down menu.



You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.

Select Term

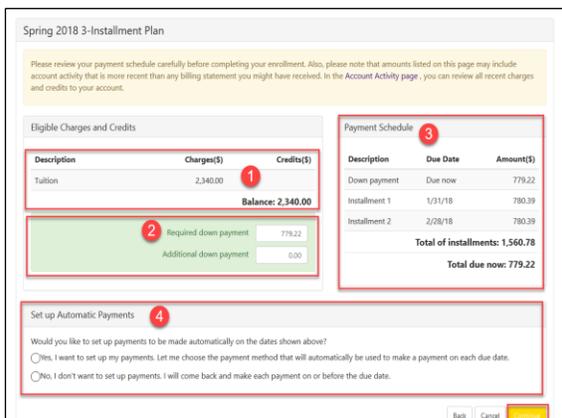
Spring 2018 Semester

(B) Choose the payment plan to enroll in.



Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Spring 2018 3-Installment Plan	\$0.00	33%	2	\$29.00	<input type="button" value="Details"/> <input type="button" value="Select"/>
Spring 2018 Full Financial Aid Plan	\$0.00	\$0.00	1	\$29.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

The Payment Plan screen will show (1) tuition charges & fees, (2) the down payment amount required, and (3) the Payment Schedule. The next section, (4) will allow you to choose to set up scheduled payments, or come back to make each payment. Click **Continue** to the next step.



Spring 2018 3-Installment Plan

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	2,340.00	
Balance: 2,340.00		
Required down payment		779.22
Additional down payment		0.00

Payment Schedule		
Description	Due Date	Amount(\$)
Down payment	Due now	779.22
Installment 1	1/31/18	780.39
Installment 2	2/28/18	780.39
Total of installments: 1,560.78		
Total due now: 779.22		

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

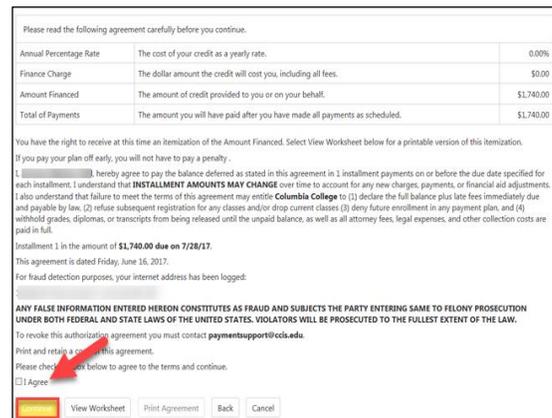
Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Enrolling in Plan, con't

On the next screen you will set up a saved payment method. Refer to *How to Make a Payment* on how to make payments to the account. Please note: Students who are fully funded by federal financial aid will skip this step.

Finally, the student will need to agree to the terms and conditions for the Payment Agreement; the student must click, **I agree**, then **Continue**. This applies to all payment plans.



Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,740.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,740.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization. If you pay your plan off early, you will not have to pay a penalty.

I, [REDACTED], hereby agree to pay the balance deferred as stated in this agreement in 1 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also understand that failure to meet the terms of this agreement may entitle **Columbia College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$1,740.00 due on 7/28/17**.

This agreement is dated Friday, June 16, 2017.

For fraud detection purposes, your internet address has been logged:

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

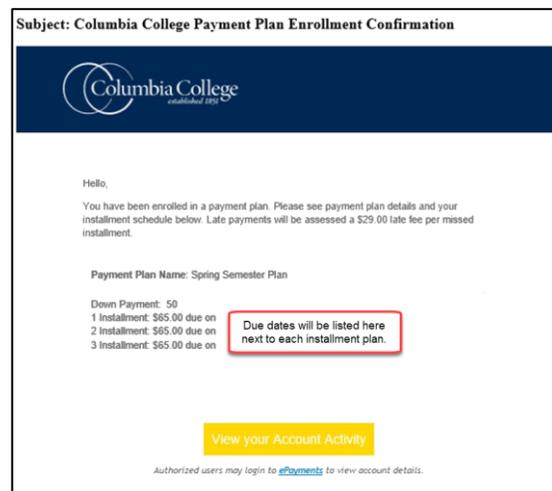
To revoke this authorization agreement you must contact paymentsupport@ccis.edu.

Print and retain a copy of this agreement.

Please check **Agree** below to agree to the terms and continue.

I Agree

Confirmation of the payment plan will appear on the next screen and will also be emailed to the student's CougarMail.



Subject: Columbia College Payment Plan Enrollment Confirmation



Hello,

You have been enrolled in a payment plan. Please see payment plan details and your installment schedule below. Late payments will be assessed a \$29.00 late fee per missed installment.

Payment Plan Name: Spring Semester Plan

Down Payment: 50

1 Installment: \$65.00 due on [REDACTED]

2 Installment: \$65.00 due on [REDACTED]

3 Installment: \$65.00 due on [REDACTED]

Due dates will be listed here next to each installment plan.

Authorized users may login to [ePayments](#) to view account details.