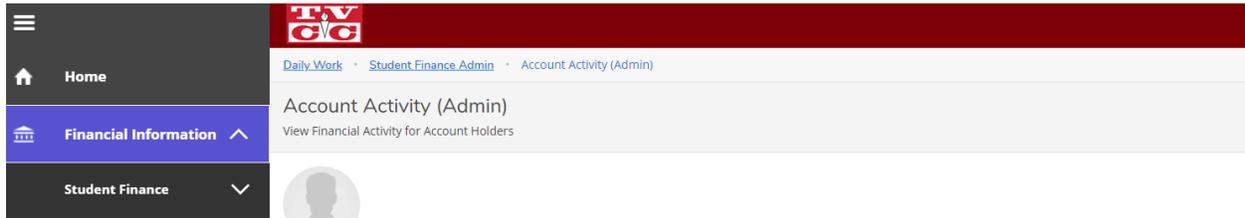
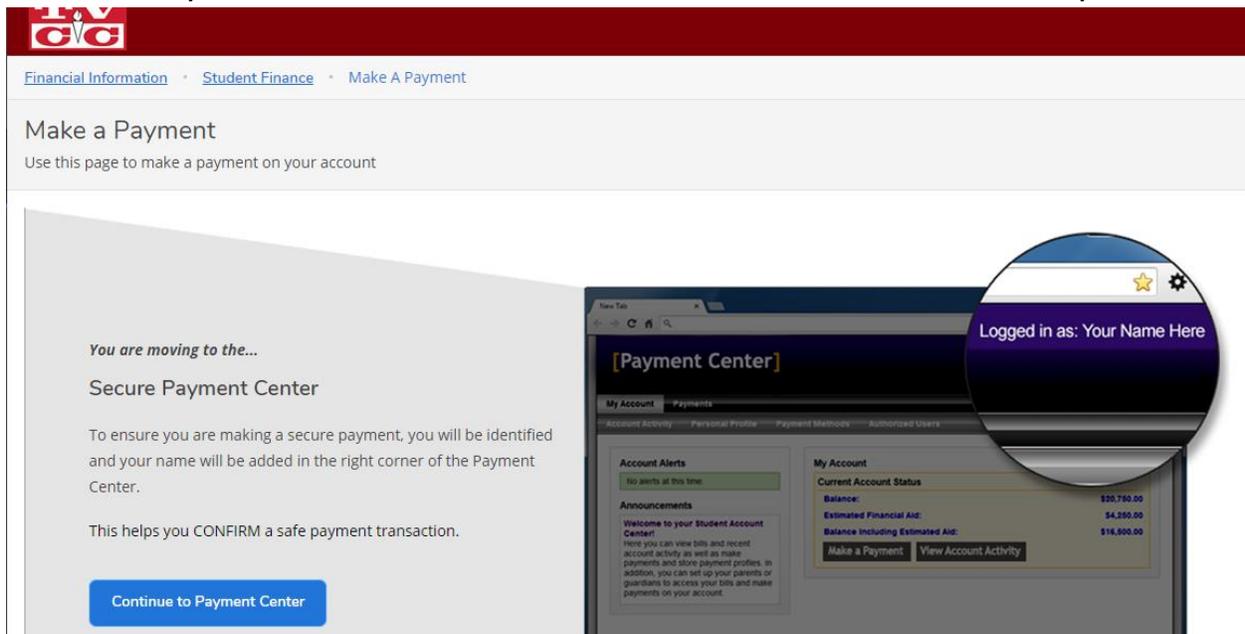


HOW TO SET YOURSELF UP FOR A PAYMENT PLAN

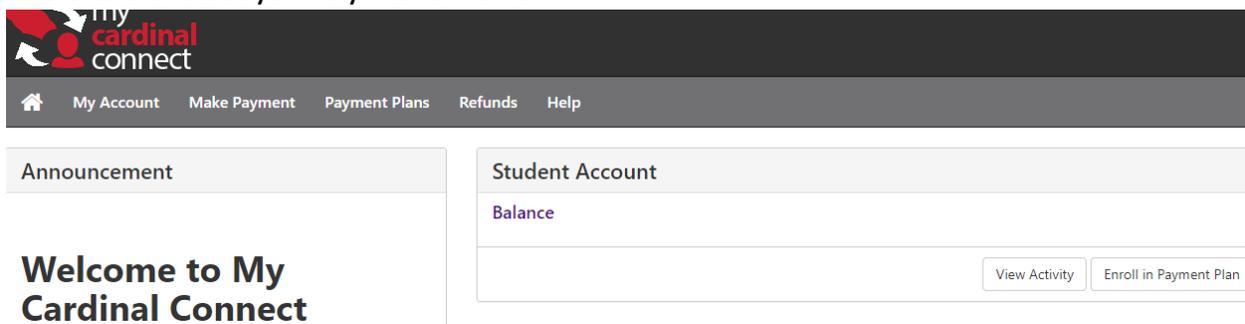
1. Log into your My Cardinal Connect select “Financial Information” then select “Student Finance”



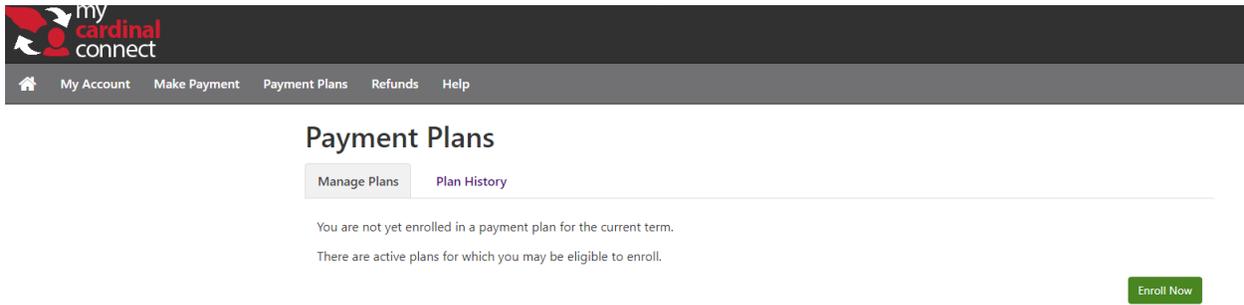
2. From there you will select under the “Student Finance” tab “Make a Payment”



3. The select “ Continue to Payment Center”
4. From there you will be re-directed to a secured payment portal at the top you should see a tab that says “Payment Plans”



5. Select the “Payment Plans” tab then you will be redirected to a new page on this page select “Enroll Now” and then follow the steps.



How our payment plans work.....

1. You will pay 10% of your total balance up front PLUS a \$25 payment plan set up fee.
2. It will then take the remaining balance and break that into 3 AUTO DRAFTED payments with SET PAYMENT DATES. (For Summer: 2 Auto drafted payments with Set Payment Dates)
3. Your payment plan can recalculate at anytime if any charges are added to your account which would cause an increase/decrease in payment date amounts
4. Payment made outside of the set payment dates (i.e. self payments, financial aid, sponsorship) will be applied sequentially. This means that the payment will be applied towards the first installment, then the second and so on.
5. Our payment plans are set up to be AUTO DRAFTED on the SET DATES, these dates can not be changed.