

MONTHLY PAYMENT PLAN INFORMATION

The College of Saint Rose offers you or an authorized user the option of paying your tuition and fees on a monthly basis. For a small enrollment fee, this interest-free alternative allows you to budget your semester balance(s) by making multiple payments. When setting up a plan, you may decide to include all or any part of your semester account balance. By using current income and savings to make monthly payments, you may be able to reduce your level of borrowing.

First, please use this **information** to determine whether a payment plan might work for you:

- Enrollment in a payment plan is completed online.
- Payment plans are offered on a single semester basis, and part of the enrollment process includes completion of a budget worksheet, to help you or an authorized user determine the plan amount.
- There is no interest charged for the plan – only the \$45.00 per semester setup fee.
- Online payments are scheduled at the time of enrollment, and you will need to provide a valid credit/debit card or bank account number so that **payments are automatically processed** on the scheduled monthly payment dates.
- If enrollment takes place after the first installment date, this payment is required when you enroll in the payment plan.
- Once a plan has been set up, you can change the plan amount by notifying the Bursar's Office in writing.

If you decide to **enroll in a payment plan** here are some easy steps to follow:

- 1) Go to <http://bannerweb.strose.edu>
 - **Students:** Select *Login to Secure Area*, enter your ID and password, select the *Login* button, then select *Set Up a Monthly Payment Plan*.
 - **Authorized Users:** Select *Login as an Authorized User*, enter your email and password, then select the *Login Now* button.
- 2) Select the **Payment Plans** option near the top of the screen.
- 3) Select **Sign Up for a New Payment Plan**, and choose the upcoming (fall/spring/summer) term.
- 4) View and select from the available plans.
- 5) Complete a budget worksheet by entering specific tuition and fee amounts and any anticipated financial aid, **or** if you already have a specific plan amount in mind, enter this on the "Budget this Amount" line, and skip the remaining worksheet items.
- 6) Select a payment method for your scheduled payments, and then enter specific payment information. This payment method will also be used to pay your \$45.00 signup fee, which is due at the time of enrollment. **Please note that your monthly payments will be automatically deducted on the scheduled payment dates.****

Follow the remaining instructions as indicated. If you have any questions, please contact the Bursar's Office.

** If your automatic payment is declined or is returned for insufficient funds, your payment plan will be cancelled, and your account will be subject to retroactive late payment fees and/or a returned check fee.