

Self Service Enrollment as a FLEX student (last updated 6/2020)

In the Student Center under Finances section, select Enroll in Payment Plan in the dropdown. Click on the gray arrow.

**Student Center**

**Renee's Student Center**

**Academics**

Search  
Plan  
Enroll  
My Academics  
Schedule Planner

other academic... ▾

Deadlines URL

**This Week's Schedule**

	Class	Schedule
	INFOST 110X-001 LEC (1002)	Room TBA

[Weekly Schedule](#) ▶  
[Enrollment Shopping Cart](#) ▶

**Finances**

**My Account**

[Account Inquiry](#)

Account Activity  
Charges Due  
**Enroll in Payment Plan**  
Payments  
Pending Financial Aid  
other financial...  
other financial... ▾

**Account Summary**

**You owe 1,250.00. Your balance due does not include pending aid.**

- Due Now 0.00
- Future Due 1,250.00
- Total Account Balance 1,250.00

Currency used is US Dollar

[Make a Payment](#)

They can also click on Account Inquiry under Finances and click on the Account Services tab.

The student will see the option to select the payment plan for the subscription period they are enrolled. They must select the payment plan and then click Next.

Account Inquiry Account Services

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Enroll in Payment Plan 1 2 3 4

### 1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<input type="radio"/> July Flex Payment Plan Enrollment in the Payment Plan will allow you to split the balance of your tuition into 2 payments. Your first payment will be due 8 days after the start of the subscription period, with the second payment due approximately 30 days later. You will receive an email reminder prior to each due date.	1,250.00	2	07/14/2020

Currency used is US Dollar

Cancel Next

Next the student will see when the two due dates will be as well as the balance to pay for each due date. The payment plan admin fee is included in the first payment.

## Enroll in Payment Plan



## 2. Review Installments

You have selected July Flex Payment Plan.

Enrollment in the Payment Plan will allow you to split the balance of your tuition into 2 payments. Your first payment will be due 8 days after the start of the subscription period, with the second payment due approximately 30 days later. You will receive an email reminder prior to each due date.

<b>Plan Amount</b>	1,250.00
<b>Number of Installments</b>	2

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
07/14/2020	625.00	12.50	637.50
08/13/2020	625.00		625.00
<b>Total</b>	<b>1,250.00</b>	<b>12.50</b>	<b>1,262.50</b>

Currency used is US Dollar

**Important: If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced.**




The next screen gives a breakdown of what is due, when and how much for each due date. The student must check the checkbox and click Enroll.

## Enroll in Payment Plan



## 3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

## July Flex Payment Plan

You are about to enroll in July Flex Payment Plan.

Enrollment in the Payment Plan will allow you to split the balance of your tuition into 2 payments. Your first payment will be due 8 days after the start of the subscription period, with the second payment due approximately 30 days later. You will receive an email reminder prior to each due date.

Plan Amount	1,250.00
Administrative Fee	12.50
<b>Total Plan Amount</b>	<b>1,262.50</b>
<b>Number of Installments</b>	<b>2</b>

## Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
07/14/2020	625.00	12.50	637.50
08/13/2020	625.00		625.00
<b>Total</b>	<b>1,250.00</b>	<b>12.50</b>	<b>1,262.50</b>

Currency used is US Dollar

**Important: If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced.**

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 04/08/2020  Yes, I have read the agreement

Cancel

Previous


Enroll

They will then see the following message:

## Enroll in Payment Plan



### 4. Result

 Congratulations!

You have successfully enrolled in July Flex Payment Plan. Please keep the installment schedule for your reference.

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
07/14/2020	625.00	12.50	637.50
08/13/2020	625.00		625.00
<b>Total</b>	<b>1,250.00</b>	<b>12.50</b>	<b>1,262.50</b>

[View my Account](#)