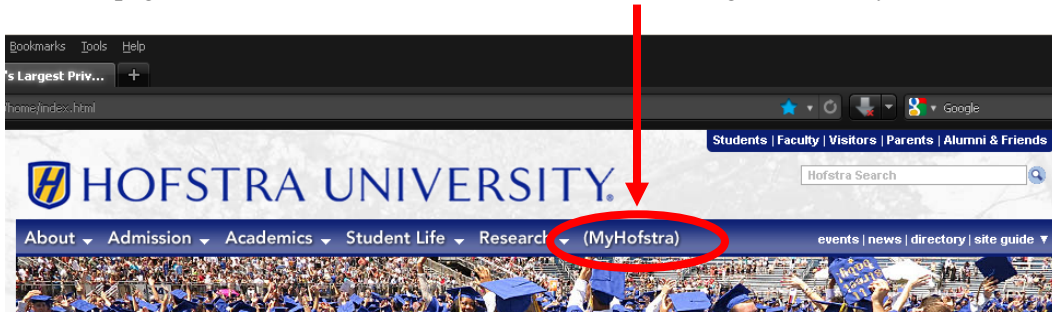


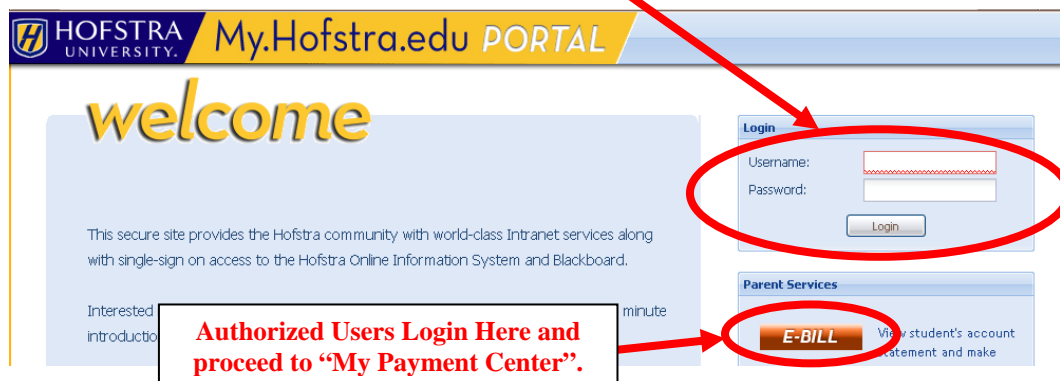
How to Enroll in a Payment Plan

Please Note: The amounts displayed in this document are for illustration purposes only and do not reflect your personal charges/credits.

- On the Hofstra home page (www.hofstra.edu) → click (MyHofstra) to log onto the My.Hofstra.edu Portal



- Enter your Username and Password → Students Log in here.



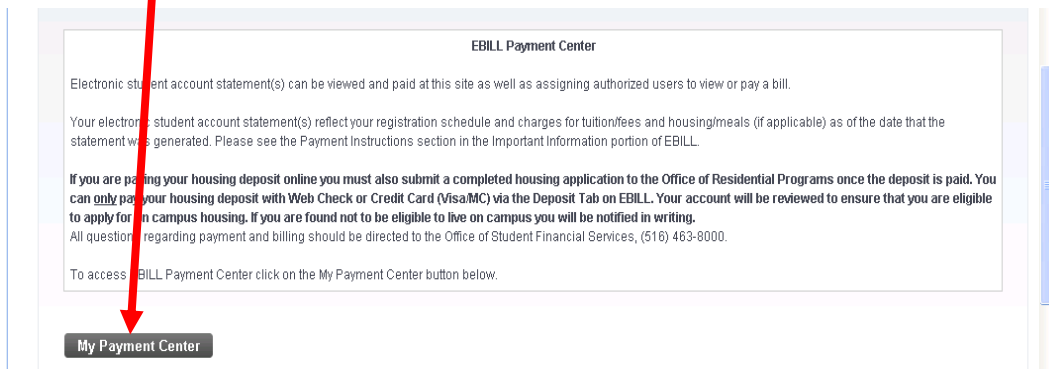
- In the navigation menu on the Home page of the Portal → click "Hofstra Online"



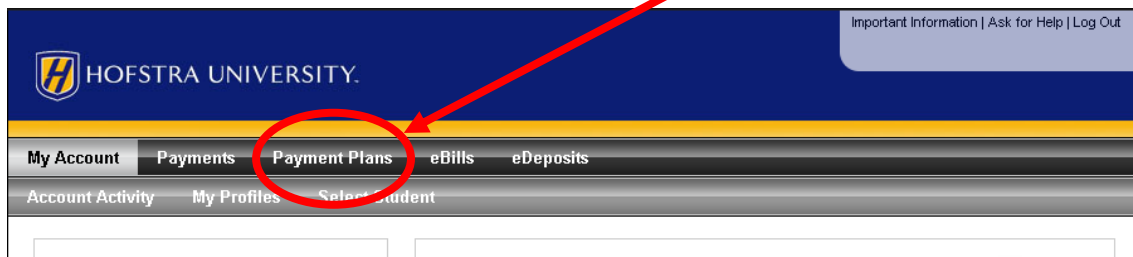
- To log onto the Student Payment Center → on the Hofstra Online Info System menu → click on the "Student Payment Center"



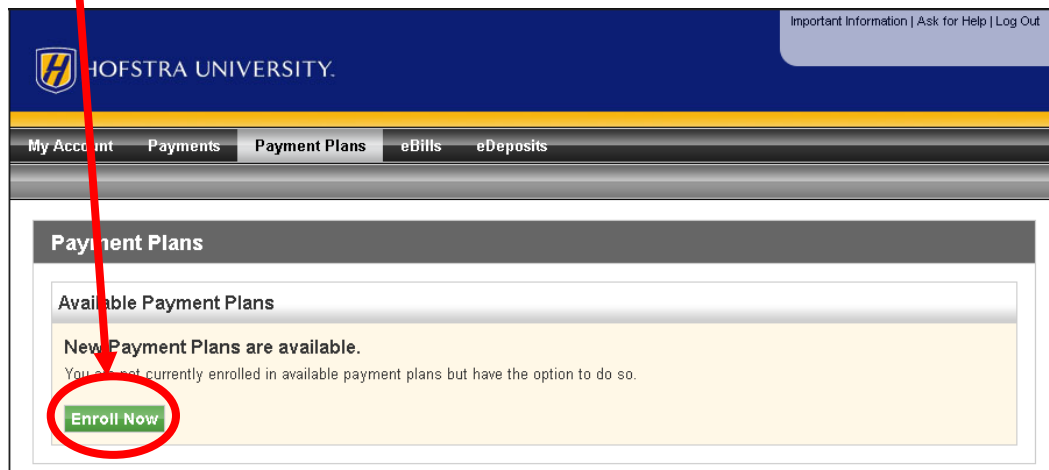
- Click on the **“My Payment Center”** button



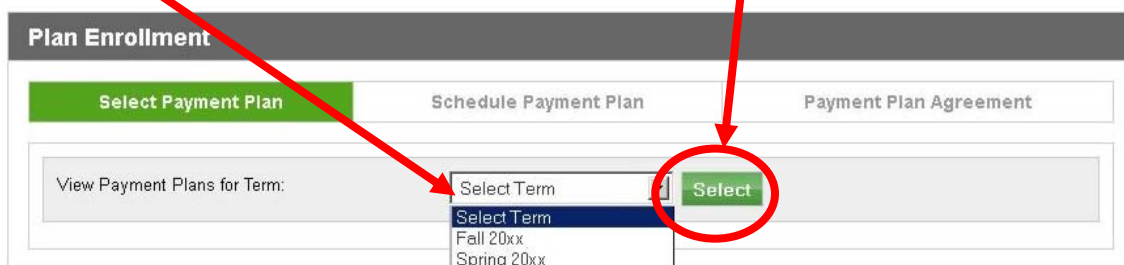
- On the Home page of the Student Payment Center → click **“Payment Plans”**



- Click on the **“Enroll Now”** button to start enrollment into a payment plan.



- Click on the **drop down menu** and select the Term. Then click on the **“Select”** button.



- The system will show available payment plans. Click on **“View Plan”** for details regarding each payment plan. Details include applicable enrollment fee, payment due dates and whether payments are to be scheduled for auto debit or not.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

View Payment Plans for Term:

Select Payment Plan

Fall 20xx/Spring 20xx-10 Installment Auto Debit: The enrollment fee for this plan is \$60.00. When enrolling in this plan, you are enrolling in a five (5) installment plan for the Fall 20xx term and will enroll in a five (5) installment plan for the Spring 20xx term. You will be notified when the Spring plan will be available for you to enroll. By enrolling in this plan you are authorizing the payments to be automatically paid from your designated account on the installment due dates. [View full description](#)

Fall 20xx/Spring 20xx-10 Installment Non Auto: The enrollment fee for this plan is \$120.00. When enrolling in this plan, you are enrolling in a five (5) installment plan for the Fall 20xx term and will enroll in a five (5) installment plan for the Spring 20xx term. You will be notified when the Spring plan will be available for you to enroll. By enrolling in this plan you are authorizing the payments to be automatically paid from your designated account on the installment due dates.

Example:
Click on "View Plan" for payment plan detail.

Difference between Auto Debit Plan and Non Auto Debit Plan:

- **Auto Debit:** This plan will automatically deduct the monthly payments from your specified personal checking account or PINLess Debit account on the payment due date. This plan has a lower enrollment fee. Payments made outside of the payment plan will not substitute for these payments. Auto Debit Plans will automatically deduct your monthly payment regardless of a change in your account balance. **Please be advised that once payments are scheduled, Hofstra University will not be able to stop scheduled payments from being deducted out of your selected account.** You may however, log into the Payment Center and change the account the payments are deducted from. To change the **amount** of the payment plan, please send an email to *bursar@hofstra.edu*.
- **Non Auto Debit:** You will need to log onto the Payment Center on or before each payment due date to make your payment towards the next installment. This plan has a higher enrollment fee. To change the **amount** of the payment plan, please send an email to *bursar@hofstra.edu*.

- **The following steps are needed to be complete your enrollment into a payment plan once you have decided on a payment plan option:**

Step 1: Select a Payment Plan

- Click on the **drop down menu** to choose your plan and then click on the **"Select"** button.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement

View Payment Plans for Term:

Select Payment Plan

Fall 20xx/Spring 20xx-10 Installment Auto Debit
Fall 20xx/Spring 20xx-10 Installment Non Auto

- Review your selected payment plan's terms and enrollment fee. Then click **“Continue”**.

[View full plan description](#)

Fall 20xx /Spring 20xx -10 Installment Auto Debit Details

Term(s):	Fall 20xx
Enrollment deadline:	6/14/xx
Scheduled payments:	Optional
Setup fee:	\$60.00
Minimum down payment:	\$0.00
Number of payments:	5
Payment frequency:	Fixed Dates
Late payment fee:	\$100.00



Step 2: Enter Payment Plan Amount

- Click on the box under **“Charges(\$)”** and enter the amount desired for your Payment Plan. This will be the amount for your current semester. If you need assistance estimating your Payment Plan amount, please contact Student Financial Services at (516) 463-8000 or click on this link:

Optional:

Down Payment:

Enter any amount you wish to make as a down payment to reduce the total payment plan amount. **This payment will be required at time of enrollment in the payment plan and will not be considered your 1st payment. This is not required to enroll in the Payment Plan.**

- After entering the requested amount → click on **“Display Payment Schedule”**

Plan Enrollment

Select Payment Plan | **Schedule Payment Plan** | Payment Plan Agreement

Please estimate all charges and credits to be included in the payment plan.

For assistance in estimating your tuition, fee, housing and dining plan charges go to http://hofstra.edu/pdf/fs/bursar/bursar_estimatedcosts.pdf or call Student Financial Services at (516)463-8000.

Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Plan Amt. Requested	0.00		
Down payment			0.00

Display Payment Schedule | Previous Step | Cancel

Down Payment:

- This **DOES NOT** reflect payments you had made prior to enrolling into the payment plan.
- This is an option for those who wish to reduce the total payment plan amount.
- This payment will be required at time of enrollment in the payment plan and will not be considered your 1st payment.

Click here and enter the amount desired for your Payment Plan. This will be the amount for your current semester.

Click “Display Payment Schedule” after completing budget worksheet.

- Review payment schedule below the budget worksheet.
 - The **“Payment Schedule”** Section displays the due dates and amounts of each installment in the payment plan.
 - Amounts indicated as **“Due Now”** must be paid upon enrollment and will not be part of the payment plan.

Plan Enrollment

Select Payment Plan | **Schedule Payment Plan** | Payment Plan Agreement

Please estimate all charges and credits to be included in the payment plan.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Total Plan Req	10,000.00		
Down payment			0.00

Recalculate Payment Schedule

Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	60.00
1st installment	6/15/xx	2,000.00
2nd installment	7/15/xx	2,000.00
3rd installment	8/15/xx	2,000.00
4th installment	9/15/xx	2,000.00
5th installment	10/15/xx	2,000.00
Total of installments:		10,000.00
Total fees:		60.00

Continue Previous Step Cancel

- **For AUTO DEBIT Payment Plans ONLY** - Click the “Continue” button if the amount of the payment plan is correct. If you need to revise the amount, change the amount in the “Plan Amt. Requested” box. After any changes are made, click on the “Recalculate Payment Schedule” button. Click the “Continue” button if all adjustments are correct.

- **For NON AUTO DEBIT Payment Plans ONLY**

Important! If you are enrolling in a Non Auto Debit payment plan, under the payment schedule you will be asked if you would like to schedule your payments. If you want to schedule your payments to have them automatically deducted from your account, you should be enrolling in an Auto Debit Plan.

- Click → “No, I don’t want to set up payments”, you **do not** want an automatic deduction of the monthly installments on the due date. You will need to log on to the Payment Center every month and make each payment on or before the due date. A Late Fee of \$100.00 is charged for each missed payment.

Total of installments: 10,000.00

Total fees: 120.00

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.

Non Scheduled Payments. →

Continue Previous Step Cancel

Before you click “Continue” be sure you,

- **DO NOT setup Automatic Payments. You will not be able to reverse this option if you clicked “Yes”.**

- Click the “Continue” button if the amount of the payment plan is correct. If you need to revise the amount, change the amount in the “Plan Amt. Requested” box. After changes are made, click on the “Recalculate Payment Schedule” button. Click the “Continue” button if all adjustments are correct.

Step 3: Select a Payment Method

(To change your payment method after you have enrolled in a plan, please see “How do I change my method of payment associated with my payment plan installments?” on the Hofstra Portal.)

- If your payment method is **Electronic Checking**:
 - If you had saved an electronic checking payment method previously and wish to use it again, click on the **drop down menu** under **Payment Method** (it will appear from the name you had assigned) then click the **“Select”** button. The system will display the saved account you selected. Click the **“Continue”** button and proceed to Step 4.

Click on the Drop Down Menu to select a checking payment method you had saved previously or select “New Electronic Check” if you are using a new method for the first time.

Click “Select” after selecting payment method.

- If you are using an electronic checking payment method for the first time, click on the **drop down menu** under **Payment Method** and select **“New Electronic Check (checking)”** then click the **“Select”** button.
- Enter Bank Account Information – ABA Routing Number, Checking Account Number, Billing Information and a name to Save the Payment Method then click the **“Continue”** button.

Fill in checking account information. Please double check your information is entered correctly.

For Non Auto Debit ONLY. You have an option to save your payment method.

If you wish to save your payment method for non auto debit, you must check off this check box.

Enter a name to save your electronic checking method.

Click “Continue” after entering checking account information.

- If your payment method is **PINLess Debit Card**:

Important! Please check with your financial institution to ensure your bank participates in the PINLess debit card program and to verify there are no restrictions and credit limits placed on transactions that can prevent your payment from processing correctly resulting in late payment fees.

- If you had saved an ATM Debit Card payment method previously and wish to use it, click on the **drop down menu** under **Payment Method** (it will appear from the name you had assigned). Click the **“Select”** button. The system will display the saved account you selected. Click the **“Continue”** button and proceed to Step 4.

Click on the Drop Down Menu to select an ATM Debit Card payment method that you had saved previously or select “ATM Debit Card” if you are using this method for the first time.

Click “Select” after selecting payment method.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | **Select Payment Method** | Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Payment Method
 Select Payment Method
Select Previous Step Cancel

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | **Select Payment Method** | Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. You will be responsible for making installment payments on time, through this system, in person, or via mail.

Select Payment Method

Payment Method
 ATM Debit Card
 Select

*Card number:

Continue Cancel

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking account only. You cannot use savings accounts or corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

ATM Debit Card - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.

- If you are using an ATM Debit Card payment method for the first time, click on the **drop down menu** under **Payment Method** and select **“ATM Debit Card”**. Click the **“Select”** button.
- Enter the Card Number. Click the **“Continue”** button.
- Follow the directions and fill in any other required information. Proceed to Step 4.

Step 4: Review and Sign Agreement and Make any Payments Due at Time of Enrollment

- **Review and Sign Agreement** (Please note all figures displayed in this document are for illustration purposes only)
- Click on **“Print Agreement”** to print a copy of the agreement for your records (optional)
- On the bottom of the agreement, check the **“I Agree”** box then click the **“Continue”** button. You are not enrolled until you Agree to terms and continue.

Amount being paid today.

Enrollee must check the "I Agree" checkbox to continue.

Click "Continue" after the "I Agree" checkbox is marked.

Optional: Click to print payment plan agreement

Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$60.00 as a part of your enrollment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement	Payment Agreement
			<input checked="" type="checkbox"/>	

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.	\$60.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$10,000.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$10,060.00

You have the right to receive at this time an itemization of the Amount Financed. Would you like to see your plan's Budget Worksheet? If you pay your plan off early, you will not have to pay a penalty, and you will not be entitled to a refund of part of the finance charge.

I, **John Smith**, hereby agree to pay **Hofstra University** the balance defined as stated in this agreement in 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 agree to pay the payment plan setup fee of \$60.00. I understand that a late fee of \$100.00 of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Hofstra University** 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 subsequent 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.

1st Installment in the amount of \$2,000.00 due on 6/15/xx.
 2nd Installment in the amount of \$2,000.00 due on 7/15/xx.
 3rd Installment in the amount of \$2,000.00 due on 8/15/xx.
 4th Installment in the amount of \$2,000.00 due on 9/15/xx.
 5th Installment in the amount of \$2,000.00 due on 10/15/xx.

This agreement is dated Wednesday, June 1, 20xx.
 For fraud detection purposes, your internet address has been logged: 154.192 at 5/15/13 2:22:11 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact studentfinancialservices@hofstra.edu.
 Print and retain a copy of this agreement.

Please check the box below to agree to the terms and conditions.

I Agree

Review Payment Authorization (Please note all figures displayed in this document are for illustration purposes only)

- Click on "Print Agreement" to Print
- Check the "I Agree" box on the bottom and then click "Continue" button.

Enrollee must check the "I Agree" checkbox to continue.

Optional: Click to print Payment Plan Agreement.

Click "Continue" after the "I Agree" checkbox is marked.

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | Payment Plan Agreement | **Payment Agreement**

I hereby authorize **Hofstra University** to initiate debit or credit entries to my Depository, according to the terms below and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: John Smith
 Address: 126 Hofstra University/Hempstead NY 11549
 Depository: CITIBANK NA
 1 PENNS WAY
 NEW CASTLE, DE 19720
 Routing Number: 021000001
 Account Number: xxx6544

This agreement is dated Wednesday, June 1, 20xx.
 For fraud detection purposes, your internet address has been logged: 154.192 at 6/1/xx 2:23:01 PM CDT

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: studentfinancialservices@hofstra.edu

I agree to the above terms and conditions.

- Please wait for final confirmation. Do not close browser, refresh or click away from this page.
- Review the confirmation for your payment and enrollment in the payment plan. Print a copy for your records.

Payment Receipt

Your new ACH payment method has been saved.
 Thank you, your payment was processed successfully.
 Your enrollment in Fall 20xx/Spring 20xx-10 Installment Auto Debit was processed successfully.

Payment Confirmation

Payment Date: Wednesday, June 1, 20xx
 Payment Time: 12:24:00 PM CDT
 Name of Payee: Hofstra University
 Name on Bank Account: John Smith
 Bank Account Type: Checking
 Account Number: xxx6544
 Depository: CITIBANK NA 1 PENNS WAY NEW CASTLE, DE 19720
 Amount Paid: \$60.00
 Student Name: John Smith
 Confirmation Number: 302
 Please print this page for your records.