How to Enroll in Payment Plan

Payment Plan amounts are now automatically calculated to match the balance on your account.
If the balance on your account changes, the payments will be automatically updated to reflect the change and you will receive an email notification.
If you signed up for Auto-Debit, the updated payment amounts will be processed through your bank account.
Please check your email often for important updates.

To enroll in a payment plan, log in to the Hofstra portal at **my.hofstra.edu** and follow these steps:

1. Select the **Menu Icon**. ☰ Menu

2. Under **Student Services**, select **Student Payment Center**.

3. Click on **My Payment Center**, which brings you to the **TouchNet Payment Gateway**.

4. Click on **Payment Plans** tab.

5. Click on **Enroll Now** and select the correct semester.

6. Choose the plan you prefer and then click **Select** and **Continue**.

7. Click **Display Schedule** to review payment schedule and amounts.

8. Click **Continue** if all dates and amounts are correct.

9. **Select a payment method**.

    a) If you have previously saved an electronic checking method, click on the drop down menu and click **Select**.

    b) If you are not using a saved payment method, click on the drop down menu and select **New Electronic Check (checking)**, personal checking only. Then click **Select**. Enter **Account and Billing Information**. Check **Option to Save** and click **Continue**.

    ** Important: Double check your routing number and account number to avoid returned checks and associated fees.

11. Review payment plan enrollment. Check **"I agree"** before you click **Continue**.

12. Review payment authorization. Check **"I agree…"** before you click **Continue**.

13. A **Payment Receipt** will show your completed transaction.

If you have questions, you can reach your Student Financial Services counselor
at **sfs@hofstra.edu** or **516-463-8000**

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