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

![Image of My Payment Center button]

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

![Image of Payment Plan option]

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

![Image of Enroll Now button]

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

![Image of 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.
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 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.
• Review your selected payment plan’s terms and enrollment fee. Then click “Continue”.

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”

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.

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

  - **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.**

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”**.
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:
  
  o 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.

  o 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.

  o 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.

    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.

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

    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.

- 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.

- 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.
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.

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Click “Continue” after the “I Agree” checkbox is marked.

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Click “Continue” after the “I Agree” checkbox is marked.

Amount being paid today.

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.