

SIGNING UP FOR A PAYMENT PLAN



STEP ONE

Log-on to MyTrevacca at trevecca.sharepoint.com then click on the Student Account Center link.

Additional payment plan information: Payments are due on the 15th of each month. A \$50 enrollment fee is required for each plan. A \$40 late fee will be charged for each missed installment. Late fees are applied after a 5-day grace period.

STEP TWO

Select "enroll in payment plan"

I would like to pay...

Student Account	ID: xxx0120
Balance	\$17,272.28
Estimated Financial Aid	\$16,548.00
Balance including estimated aid	\$724.28

STEP THREE

Select the term you're making the payment plan for.

Select a term

- Select Term
- Summer 2024
- Spring 2024
- Fall 2024
- Summer 2023
- Fall 2023

STEP THREE

If there are any plans available for a specific term, then they will pop up when you select that term (see the example below). Plan lengths vary depending on what type of student you are. You can click "Details" next to each plan to see details. Choose "Select" next to the plan you would like to choose.

Select a term

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Trad Fall 2024 4-Month Plan	\$50.00	4	\$40.00	<input type="button" value="Details"/> <input type="button" value="Select"/>
Trad Fall 2024 5-Month Plan	\$50.00	5	\$40.00	<input type="button" value="Details"/> <input type="button" value="Select"/>
Trad Fall 2024 6-Month Plan	\$50.00	6	\$40.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

CONT.

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STEP FOUR

Enter in the “Balance (Including Estimated Aid)” amount shown or whichever amount you are wanting to put on the plan in the “Charges (\$)” field, hit the tab button, then click “Update Schedule.”

If you are a Traditional Undergraduate student and your balance isn’t reflected correctly, we recommend that you use a My Plan to Pay worksheet to determine estimated charges and aid. If you have not received one from your financial advisor you can complete one at www.trevecca.edu/myplantopay

Plan Description

This plan allows you to divide your Fall 2024 balance into 5 interest-free monthly installments starting in August. Please refer to your My Plan to Pay worksheet in order to determine your out-of-pocket term balance. www.trevecca.edu/myplantopay

Balance

Balance: **\$17,272.28**
Balance (Including Estimated Aid): **\$724.28**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
All	<input type="text" value="0.00"/>	
Balance:		0.00

Optional down payment

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. is not currently included in a payment plan. You may make a payment toward the amount not included in the plan after enrolling in the plan.

\$724.28

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	8/15/24	0.00
Installment 2	9/15/24	0.00
Installment 3	10/15/24	0.00
Installment 4	11/15/24	0.00
Installment 5	12/15/24	0.00
Total of installments:		0.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	50.00
Total amount paid:			0.00
Total due now:			50.00

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Balance

Balance: **\$17,272.28**

Balance (Including Estimated Aid): **\$724.28**

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
All	724.28	
Balance:		724.28
Optional down payment	0.00	

[Update Schedule](#)

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan, is not currently included in a payment plan. You may make a payment toward the amount not included in the plan after enrolling in the plan.

\$0.00

The additional amount shown here does not reflect any amounts estimated by other users enrolled in this plan.

Installments	Due Date	Amount(\$)
Installment 1	8/15/24	144.86
Installment 2	9/15/24	144.86
Installment 3	10/15/24	144.85
Installment 4	11/15/24	144.86
Installment 5	12/15/24	144.85
Total of installments:		724.28

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	50.00
Total amount paid:			0.00
Total due now:			50.00

CONT.

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Choose whether you would like to have your payments automatically deducted or not then click "Continue."

Read through the Payment Plan Agreement, check the box to agree to the terms, click "Continue."

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. Your preferred payment method will be automatically 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.

[Back](#) [Cancel](#) [Continue](#)

Payment Plan Agreement

- You are submitting a payment today of \$50.00 as a part of your enrollment.
- You must accept this agreement to enroll in this payment plan.
You will need to scroll through the agreement and select the checkbox to continue.

Please read the following agreement carefully before you continue.

School Name: ("School") Trevecca Nazarene University
School Address: 333 Murfreesboro Road
Nashville, TN 37210

FEDERAL TRUTH IN LENDING ACT DISCLOSURES

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
20.49%	\$50.00	\$724.28	\$774.28

- I agree to the payment plan agreement.
Scroll through the agreement and select the checkbox to continue.

[Print Agreement](#) [Change Payment Method](#) [Cancel](#) [Continue](#)

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STEP FIVE

Pay the \$50 enrollment fee to complete your payment plan set up.

You will receive an email regarding the successful enrollment in the plan. The plan should now show up on your home page in student account center and in the “payment plan” tab.

***Disclaimer:** Balances are subject to change throughout the semester. Please check your account regularly to make sure your balance will be paid in full by the end of each semester. (Make additional payments towards “balance not included in plan” or contact Student Accounts in increase your payment plan). Contact financialservices@trevecca.edu for more information.

ACH Payment Agreement

I hereby authorize **Trevecca Nazarene 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 **\$35.00** return fee will be added to my student account.

Name: [REDACTED]

Address: [REDACTED]

Depository: [REDACTED]

Routing Number: [REDACTED]

Account Number: [REDACTED]

Setup fee: \$50.00

This agreement is dated 06/18/2024 10:55:15 AM CDT.

For fraud detection purposes, your internet address has been logged: [REDACTED]

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: FinancialServices@trevecca.edu

Print and retain a copy of this agreement.

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

I agree to the above terms and conditions.

[Back](#) [Cancel](#) [Print Agreement](#) [Continue](#)