

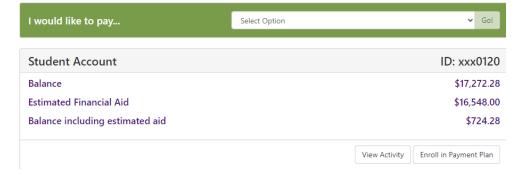
STEP ONE

Log-on to MyTrevecca 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.

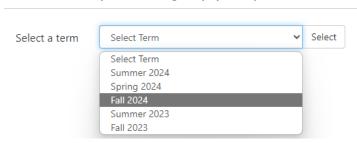
STEP TWO

Select "enroll in payment plan"



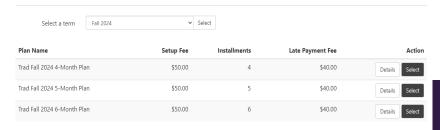
STEP THREE

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



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.



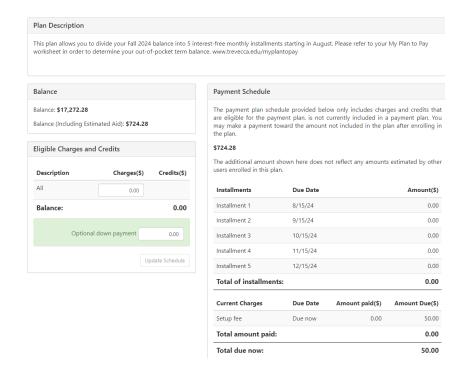
CONT.



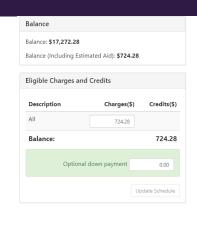
STEP FOUR

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







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. 50.00

\$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:			
Total of instanments.			724.28
Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
	Due Date Due now	Amount paid(\$)	
Current Charges			Amount Due(\$)

CONT.

Set up Automatic Payments



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."

Would you like to set up payments to be made automatically on the dates shown above? O Yes, I want to set up my payments. Your preferred payment method will be automatically used to make a payment on each due date. O No, I don't want to set up payments. I will come back and make each payment on or before the due date. 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 FINANCE CHARGE Amount Financed **Total of Payments** RATE The cost of your credit as The dollar amount the The amount of credit The amount you will have a yearly rate. credit will cost you. provided to you or on paid after you have made your behalf. 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



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.

