



ENROLL IN A TUITION PAYMENT PLAN

You may discover that your financial aid awards will not cover all your tuition and fee charges. The CUNY tuition payment plan allows you to arrange to pay your *out of pocket* tuition charges over a period of up to six months. This means that the burden of having to pay off your entire balance at the start of the academic term is reduced. Enrollment in the payment plan allows you to set up monthly payments with a credit or debit card or with an electronic check (eCheck).

The *Enrollment Fee* to sign up using a Debit/Credit Card is \$95 per term, while the enrollment fee to sign up using an eCheck is \$40 per term. **The Enrollment Fee is Non-Refundable.**

The following steps provide instructions on how to enroll in a tuition payment plan from CUNYfirst Self-Service:

STEP# 1: Login to CUNYfirst at:
<https://home.cunyfirst.cuny.edu>.

STEP# 2: Select **HR/Campus Solutions** from the menu on the left.

STEP# 3: Navigate to **Self Service** followed by **Student Center**.

STEP# 4: In the **Finances** section, select your institution and click **Enroll/Manage Payment Plan**.

The screenshot shows the 'Finances' section of the CUNYfirst system. On the left, there is a navigation menu with links for 'My Account', 'Financial Aid', and 'other financial...'. The 'My Account' section includes 'Account Inquiry'. The 'Financial Aid' section includes 'View Financial Aid', 'Accept/Decline Awards', 'Direct Loan Processing Form', and 'Supplement Form'. The main content area shows the institution as 'Kingsborough Community C'. Below this is an 'Account Summary' box with the following information:

You owe 2,618.60.	
■ Due Now	2,618.60
■ Future Due	0.00
** You have a past due balance of 18.00. **	

Below the account summary, it states 'Currency used is US Dollar.' At the bottom of the page, there is a button labeled 'Enroll/Manage Payment Plan' and a link for 'make a payment'.

The link will take you to the Nelnet Tuition Pay Plan enrollment website as shown on the following page. You need to complete the enrollment process and choose your payment method (credit/debit or eCheck).

STEP# 5: Select **Payment Plan** from the menu on the left.

The City University of New York

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Welcome to the QuikPAYSM system. Through QuikPAYSM, you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAYSM also offers context-sensitive help. Simply click on the question mark next to a field to get help.

Sign Out

STEP# 6: On the **Payment Plans** page choose either the Credit/Debit Card or ECheck option from the **Available Payment Plans** then click on **Sign Up for New payment Plan**, and follow the instructions on the next screens to complete the enrollment process.

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Payment Plans

Nelnet Business Solutions may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans

To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans

To view the detail of an active plan and to change the payment method for your plan, click the "View Details" link for that particular plan.

Available Payment Plans

[Credit/Debit Card \(\\$95.00 Non Refundable Enrollment Fee\) \(18.87% Down Payment May Be Required\)](#)

[E-Check \(\\$40.00 Non Refundable Enrollment Fee\) \(18.87% Down Payment May Be Required\)](#)

Sign Up for New Payment Plan

Sign Out