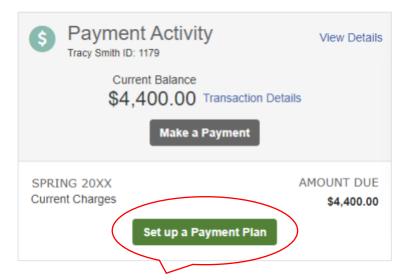
How to Enroll in a Payment Plan

<u>Log in to My Salve</u> and click "Student Finance." From the homepage, click "Set up a Payment Plan" (below the current billing term).



All available payment plans will be listed. If multiple payment start dates are offered (December, January, February, etc.), select from the drop-down list to populate the future payment schedule below.

There will be an option to enroll via ACH (bank account information) or credit/debit card (Visa, MasterCard, Discover). A payment plan may be set up for a partial amount or the full balance. A student can also have more than one payment plan tied to their account.

Please note: There is a \$65 enrollment fee per semester. The payment plan is interest-free. A separate payment plan needs to be created for each semester. If payment is made via credit/debit card, there will be a processing fee in the range of 2-3.5% depending on the card. There is no additional fee for using a checking or savings account.

Once the payment plan has successfully been created (you will receive a confirmation message/email), the student/authorized user can click "View Details" to see the schedule, balance and payment activity. They can also manage their user account. Here is an example:

