

SOUTHEASTERN PAYMENT PLAN INSTRUCTIONS

Students may enroll in the Southeastern Payment Plan online through their LeoNet account (step-by-step directions below).

Instructions for the Online Southeastern Payment Plan

Enroll in all classes, make all changes and register vehicle before enrolling into the Southeastern Payment Plan.

Step 1: Log into your LeoNet account

Step 2: Select Self Service

Campus Finance

Account Inquiry (Must do this to make sure that all fees are on your account)

Enroll in Payment Plan

- Please read the Southeastern Payment Plan information – select the Southeastern Payment Plan (mark the circle to the left of the Southeastern Payment Plan). Press **NEXT** at the bottom of the page.
- Review the payment schedule. Press **NEXT** at the bottom of the page if you agree with the payment schedule.
- Read the contract carefully and **print this page for your records**. If you agree with the contract, **select "Yes, I have read the agreement"** at the bottom of the page and press **ENROLL**.
- You are now enrolled in the Southeastern Payment Plan.

Please keep payment schedule and due dates for your records.

YOU WILL NEED TO PAY THE PROCESSING FEE (\$45.00) REGARDLESS OF PENDING FINANCIAL AID AND THE FIRST INSTALLMENT (UNLESS PENDING FINANCIAL AID IS ENOUGH TO COVER FIRST INSTALLMENT) BEFORE YOU WILL BE ABLE TO CHECK INTO HOUSING AND/OR PICK-UP RENTAL BOOKS.

To make an online payment, do the following:

Step 3: Select Self Service

Campus Finance

Account Inquiry

- Select Charges due (This gives you the due date and the total amount that you need to pay)

If Pending Financial Aid is on the account, the payment amount should be first installment amount due less Pending Financial Aid. If pending financial aid is more than first installment you must pay the \$45.00 processing fee.

Step 4: Select Make a payment via Nelnet

- Select make a payment

Once 'Make a Payment' is selected, the user will be directed to Nelnet to complete the transaction. It is normal for this redirect to take a few seconds to load.

Step 5: Select the 'Make a Payment' button

Step 6: Enter a specific amount to pay from the due date above

Step 7: Select the 'Next-Payment Method' to continue

Step 8: Select the desired Payment Method.

Step 8a: If *Bank Account* is selected, enter the Bank Account Details. It could be useful to have a bank check available to determine the proper information. Use the '?' bubbles for additional help in determining the proper Routing Number and Account Number for your account. select 'Continue'.

Step 8b: If *Credit/Debit Card* is selected as the Payment Method, enter the credit card information and **billing address information of the cardholder**. select 'Continue'

Step 9: Your campus email address should be shown as the email recipient. If you would like to add an additional recipient, click the 'Add' link. Complete the transaction by reviewing the information and selecting 'Authorize Payment'.

Step 10: The payment receipt will be displayed. Select 'Proceed to Home' to verify balance.

Step 11: Verify your balance by signing out of Nelnet (click the red sign out button at the top, right corner) and log back into LeoNet to verify that the account balance is zero or has been reduced by the amount of your payment.

CREDIT CARD/ELECTRONIC CHECK (Echeck) PAYMENTS: All credit card and Echeck payments must be made via your LeoNet account. If a student disputes a valid credit card payment to the University, they will be put on restriction from all future credit card transactions. If an Echeck is returned by the bank for any reason, a \$15 service fee will be assessed to the student's account. If an Echeck is returned that was written for payment of tuition and fees, the student for whom the payment is made will be placed on a "cash only basis" for all future payments.

For additional information contact: studentaccounts@selu.edu