

## **King's College partners with Nelnet Campus Commerce for payment plan options.**

### **To Enroll:**

- Go to [mycollegepaymentplan.com/kings-college](http://mycollegepaymentplan.com/kings-college).
- Click on the "Enroll Today" button at the top of the page.
- Fill out your information to create your profile.
- Once the student's profile is set up, you can enroll in a payment plan or invite an authorized party who can create a plan for the balance.
- Automatic payment from a checking or savings account is required.
- Please note you determine the payment plan amount.

### **Add an Authorized Party:**

- Students will need to log in using the steps above.
- From the Nelnet Welcome page students will click "Add Authorized Party".
- Students be sure to click on check box to allow your party to view details.
- The Authorized Party will receive an email to log in and can choose to set up a payment plan or make a one-time payment on an existing plan.

### **Cost to Participate:**

- \$45 nonrefundable enrollment fee per agreement.
- \$30 nonrefundable returned payment fee if a payment is returned.

### Important Payment Plan Dates

<b>Fall 2023</b>	Payment Plan available on July 11		
<b>Last day to enroll online</b>	Number of payments	Payment Months	Payment Date
<b>July 28</b>	5	Aug-Dec	1st
<b>Aug 30</b>	4	Sept-Dec	1st
<b>Sept 28</b>	3	Oct-Dec	1st

<b>Spring 2024</b>	Payment Plan available on Dec 1		
<b>Last day to enroll online</b>	Number of payments	Payment Months	Payment Date
<b>Dec 29</b>	5	Jan-May	1st
<b>Jan 30</b>	4	Feb-May	1st
<b>Feb 27</b>	3	Mar-May	1st

**NOTE:** All enrollment fees are processed immediately!

**BALANCE ADJUSTMENTS:** Please do not assume your agreement balance will automatically adjust if the student's balance changes. You will need to review your agreement balance online. Feel free to contact the Business Office and we will assist you with adjusting your agreement balance.

**Students:** If someone is paying on your behalf, you **MUST** first set them up as an Authorized Payer.  
**Authorized Payers:** If you are paying on behalf of the student, the student must access or set up their account first and then add you as an Authorized Payer.