

# SPREAD THE WORD

## Having Trouble Paying Your Tuition? NOVA's Payment Plan Can Help!

NOVA and Nelnet Campus Commerce (formerly TMS) offer a convenient Payment Plan for the Fall 2019 semester. This plan allows you to break up your tuition into multiple payments. The earlier you register for the payment plan, the lower the enrollment fee will be and the more months you will have to divide your balance.

### It's Easy to Enroll!

- Once you have enrolled in classes, go to [www.nvcc.edu](http://www.nvcc.edu) and log on to myNOVA.
- Select VCCS SIS>Self Service>Student Center.
- Select Apply Payment Plan (under finances; my account), then select Apply Payment Plan (next to total due) to access the Payment Plan site at [www.afford.com](http://www.afford.com).
- Select a Payment Plan option and billing preference.
- Create an account at Nelnet Campus Commerce (formerly TMS), accept terms and conditions and sign up for automatic monthly payments.
- Pay the enrollment fee and down payment. You MUST pay the enrollment fee and down payment to activate your account to hold your classes.
- Payment methods include Automatic Bank Payment (ACH) or credit card/debit card (Discover, MasterCard, American Express, Visa).
- Payments are processed on the 16th of the month. If a credit or debit card is used, a service fee of 2.5% will be added to each transaction.

Payment Technology For A Smarter Campus



# The sooner you enroll the lower your payments could be.

## Important Plan Information

- It is the responsibility of each student in the plan to make sure their payment plan covers their enrollment to avoid being dropped from classes.
- Automatic changes may occur to update your Nelnet Campus Commerce (formerly TMS) account.
- Users can call directly to Nelnet six days before the next scheduled payment due dated to request a monthly payment adjustment based on enrollment changes. All changes require one day for school approval and five days for processing by Nelnet.
- If a payment is returned, there is a \$30.00 return fee charged by Nelnet Campus Commerce (formerly TMS).
- Nelnet Campus Commerce (formerly TMS) WILL NOT MAKE ANY RE-ATTEMPTS TO COLLECT RETURNED PAYMENTS.
- Users will be notified by Nelnet Campus Commerce (formerly TMS) of returned/missed payments. Payments must be current or the plan account may be cancelled by Nelnet Campus Commerce (formerly TMS).
- If your payment plan is cancelled, you will be required to re-enroll in a new plan account which will require a new enrollment fee and another down payment to be paid.
- Keep all deadlines in mind when planning for your tuition expenses.

All payment plan participants are reminded to closely monitor your payment plan account, your College enrollment, and your College e-mail for notification from Nelnet Campus Commerce (formerly TMS) or NOVA. Deadlines for canceling a plan account, making changes that affect the next payment, and other important dates and deadlines **CANNOT** be adjusted or changed. Please do not assume that your account with Nelnet will be automatically adjusted if Financial Aid is received.

On the 16 week and 2nd 8 week CENSUS DATE, (the last day to drop classes with a refund) you may be dropped from classes that are not covered by your Nelnet Campus Commerce (formerly TMS) payment plan. Only the payer (responsible party) will receive change notices from Nelnet Campus Commerce (formerly TMS). In some cases, this could be a parent or relative, not necessarily the student.

For any questions about setting up your payment plan account, or to request changes, students or payers should call **Nelnet Campus Commerce (formerly TMS) at 800-337-0291.**

## Payment Options:

**Fall 2019**      *Plans Available Beginning 05/17/2019 (Subject to tuition rate availability)*

Last Day to Enroll Online	Required Deposit and Fee	Number of Payments	Months of Payments	Enrollment Fee
6/18/19	20%	Deposit + 4	July-October	\$35
7/16/19	25%	Deposit + 3	August-October	\$40
8/22/19	50%	Deposit + 2	September-October	\$45

*Last day to increase your payment plan account is 8/26/19 by 4:00p.m.*

*Last day to withdraw from the payment plan is 8/30/19 for the first deposit.*

*Payment plans may be cancelled immediately or by 9/03/19 for delinquent accounts.*

*Last day to decrease the payment plan is 10/23/19 by 4:00p.m. prior to second deposit.*

**Classes added after the last date to increase, need to be paid to the College by 5:00pm the next business day by another payment method or you may be dropped from your classes.**