

## Tuition Payment Plan (20181 – 20183)

Polk State College, in cooperation with NELNET Business Solutions (NBS), is pleased to offer students a flexible, no interest Tuition Payment Plan (TPP). Below are some highlights and important dates.

- Enrollment is simple. In **PASSPORT**, click the **Tuition Payment Plan** link from the **My Financials** section or select **Tuition Payment Plan** when choosing a payment method.
- A new plan is required for each term.
- The earlier you sign up, the more payment options you have and the lower your enrollment fee and down payment.
- You must be enrolled in classes before you can enroll in a TPP.
- You cannot add existing Polk State College debt to your plan.
- You must have an active e-mail address and method of payment at the time of enrolling in a plan. We strongly suggest that you activate and utilize your Polk State College e-mail account as this is the official method of communication with the College. Your e-mail account can be accessed through PASSPORT.
- Your down payment is due at the time of enrollment.
- Your enrollment fee is **non-refundable**.
- Your plan balance will NOT be automatically updated if financial aid is received or a class is added or dropped. You should review your agreement balance online at [mypaymentplan.com](http://mypaymentplan.com). **It may take up to 24 hours for the change to be reflected on PASSPORT.**
- **Refunds** of overpayments to NELNET will be issued by Polk State College 60 days after the last day of the add-and drop period (per agreement) for the main term session.
- If payment and fees are not current, NBS reserves the right to terminate your agreement.
- If your agreement is terminated by NBS for any reason (NSF, bad account number, etc.), you will be responsible for ALL fees due to the College and any payments to the plan (minus any fees due to NBS) will be refunded to you 60 days after the last day of the add-and drop period (per agreement) for the main term session.

### Important Dates:

#### Fall 2017 (20181)

Payment plans available: 6/5/2017 – 8/17/2017

Last date to increase agreement balance: 8/17/2017

Last date to decrease balance or terminate agreement: 9/18/17

Last day to enroll online	Required down payment	Number of payments	Months of payments	Enrollment fee
July 11	None	4	July – Oct	\$30
Aug 10	25%	3	Aug – Oct	\$35
Aug 17	50%	2	Sept & Oct	\$40

#### Spring 2018 (20182)

Payment plans available: 10/30/2017 – 1/2/2018

Last date to increase agreement balance: 1/2/2018

Last date to decrease balance or terminate agreement: 2/5/18

Last day to enroll online	Required down payment	Number of payments	Months of payments	Enrollment fee
Nov 9	None	4	Nov – Feb	\$30
Dec 11	25%	3	Dec – Feb	\$35
Jan 2	50%	2	Jan & Feb	\$40

## Summer 2018 (20183)

Payment plans available: 4/2/2018 – 5/4/2018

Last date to increase agreement balance: 5/4/2018

Last date to decrease balance or terminate agreement: 6/5/2018

<b>Last day to enroll online</b>	<b>Required down payment</b>	<b>Number of payments</b>	<b>Months of payments</b>	<b>Enrollment fee</b>
Apr 11	25%	3	Apr – June	\$35
May 4	50%	2	May & June	\$40

### Who do I contact?

If you need to make changes to your agreement, contact NBS customer care at 1-800.609.8056 and have your agreement number ready.

If you have questions regarding your TPP coverage as showing in PASSPORT, contact the Polk State College Office of Student Accounts at 863.297.1082 (8:00 AM – 5:00 PM, Monday – Friday).