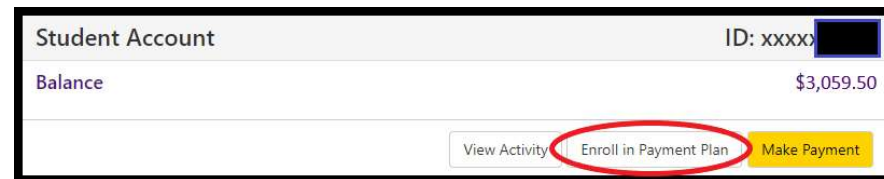
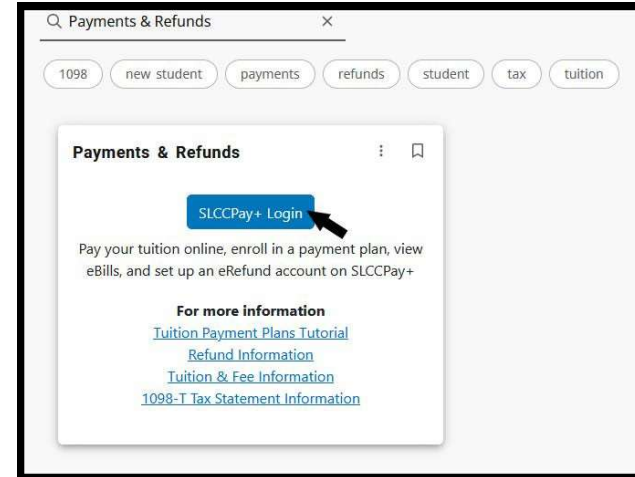
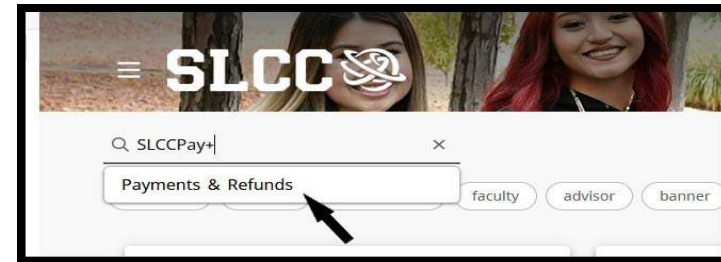


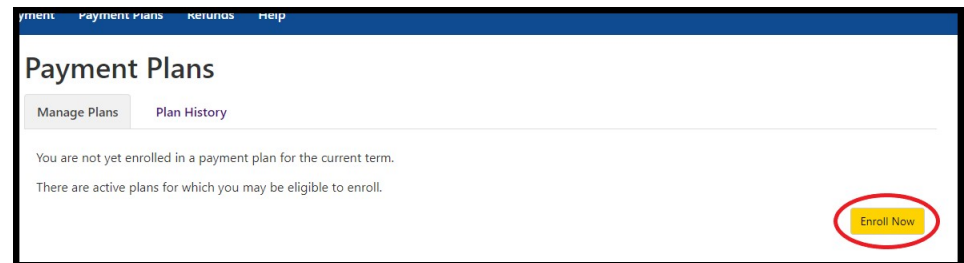
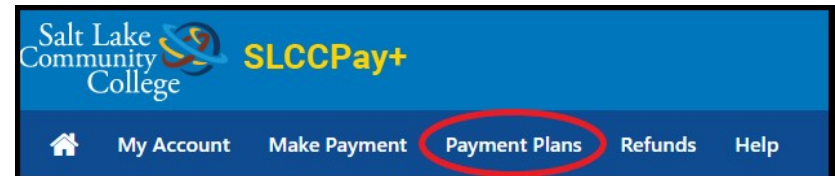
SLCCPay+

TUITION PAYMENT PLAN SETUP

1. Sign in at: <https://my.slcc.edu/>
2. Search **SLCCPay+** Click the Payments & Refunds option that will pop up.
3. Once you click Payments & Refunds the SLCCPay+ Login will show and you just have to click it and your SLCCPay+ will show in a new tab.
4. Click the **Enroll in Payment Plan** button below your balance.

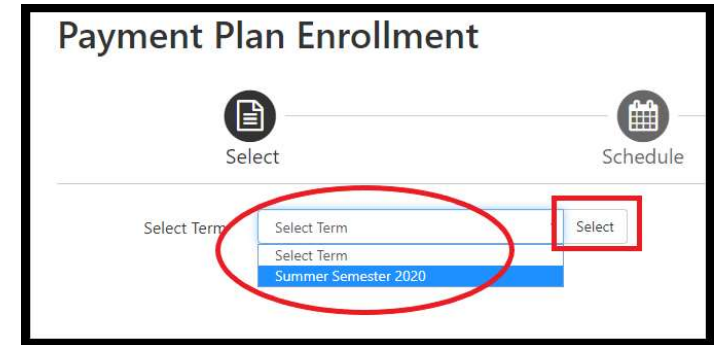


- a. OR, you can select the **Payment Plans** tab from the top bar to take you to the Payment Plans page.
- b. Click the **Enroll Now** button.



This page is also where you can view the Tuition Payment Plan after you are enrolled in it. Here you may view your past plans via the [Plan History](#) tab.

5. Next, select the semester you'd like to set up the Tuition Payment Plan for, then click the **Select** button (Usually, there is only one semester available at a time).



6. This will reveal the basic details of the semester's Tuition Payment Plan. **NOTE: There is a required Setup Fee and Down Payment in order to enroll in this plan.**

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
2020 Summer Tuition Payment Plan	\$30.00	34%	2	\$15.00	Detail Select

- a. For a preview of the plan's breakdown, before clicking the **Select** button, you may first select the **Details** button to read through the plan information.

- b. Once you've read through, click **Select** to continue, or click **Cancel** to back out.

2020 Summer Tuition Payment Plan

The deadline to apply with 34% down payment is **May 31st, 2020****
 2nd payment of 33% is due **June 10th****
 3rd and final payment of your remaining balance is due **July 10th****

** You have the option to make your payments before your due dates, simply log into your SLCCPay+ account and be sure to make your payment through your payment plan.

Term(s):	Summer Semester 2020
Enrollment deadline:	5/31/20
Scheduled payments:	Required
Setup fee:	\$30.00
Eligible charges and credits:	\$1,964.25
Required down payment:	\$664.75
Due at enrollment:	\$664.75
Number of payments:	2
Installment payments:	\$664.75
Payment frequency:	Fixed Dates
Late payment fee:	\$15.00

Cancel **Select**

7. Read through the information and review the Installments and Due Dates.

- a. You may choose to add an additional amount to the required down payment, which will lessen the next installment amount.
- b. You will be asked to make the down payment later in this process. If you are able to enroll in the plan today, click **Continue**.

If you already have a Preferred Payment Method saved, you will be skipped ahead to Step 9. If you would like to set up the plan using a different payment method, select the Back button and follow Step 8.

8. On the Payments page, select how you would like to pay for the down payment. This will also be the payment method that is automatically charged for all future installments in this plan. Once you've finished, click **Continue** to move to the Payment Plan Agreement.

- a. To later schedule the installments be charged to a different payment method; SEE guide **TPP-Change Payment Method**.

9. Read through the whole Payment Plan Agreement and then check the box next to **I agree to the terms and conditions.**

- a. Click **Continue** to move on to the ACH Payment Agreement.

The screenshot shows two side-by-side panels. The left panel, titled 'Eligible Charges and Credits', contains a table with columns 'Description', 'Charges(\$)', and 'Credits(\$)'. It lists 'Student/Course Fees' for 1,964.25 and 'Payment plan setup fee' for 30.00, resulting in a 'Balance: 1,994.25'. Below this is a green box with input fields for 'Required down payment' (664.75) and 'Additional down payment' (0.00). The right panel, titled 'Payment Schedule', contains a paragraph explaining that the schedule includes eligible charges and credits, and that additional amounts will be paid separately. It states 'You owe an additional \$1,095.25'. Below this is a table with columns 'Description', 'Due Date', and 'Amount(\$)', listing 'Down payment' (Due now, 664.75), 'Installment 1' (6/10/20, 664.75), and 'Installment 2' (7/10/20, 664.75). It also shows 'Total of installments: 1,329.50' and 'Total due now: 664.75'. At the bottom right, there are 'Back', 'Cancel', and 'Continue' buttons, with 'Continue' circled in red.

The screenshot shows the 'Payment Plan Enrollment' page with a progress bar at the top for 'Select', 'Schedule', 'Payment', and 'Agreement'. A yellow box states 'This plan requires scheduled payments.' and lists three bullet points: 'You must pay the plan fees before enrollment can be processed.', 'All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.', and 'You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.' Below this, the 'Amount' is \$664.75 and the 'Method' is 'Test 1'. A dropdown menu is open, showing 'Select Method', 'Saved Payment Methods', and 'Test 1'. Under 'Saved Payment Methods', 'My DebitCard' is selected and circled in red. At the bottom right, there are 'Back', 'Cancel', and 'Continue' buttons, with 'Continue' circled in red.

The screenshot shows the 'Payment Plan Agreement' page. It lists 'Installment 1 in the amount of \$664.75 due on 6/10/20' and 'Installment 2 in the amount of \$664.75 due on 7/10/20'. It states 'This agreement is dated 05/15/2020 12:40:10 PM MDT.' and 'For fraud detection purposes, your internet address has been logged: 73.98.244.90 at 05/15/2020 12:40:10 PM MDT'. A bolded warning states: 'Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.' Below this, it says 'To revoke this authorization agreement you must contact AccountsReivable@slcc.edu.' and 'Print and retain a copy of this agreement.' It asks 'Please check the box below to agree to the terms and continue.' At the bottom, there is a checkbox labeled 'I agree to the terms and conditions.' which is checked and circled in red. At the bottom right, there are 'Print Plan Amounts', 'Print Agreement', 'Back', 'Cancel', and 'Continue' buttons, with 'Continue' circled in red.

10. Read through the whole ACH Payment Agreement. The TPP can only be set up with automatic payments. Read through the agreement and check the box next to **I agree to the terms and conditions**

a. Click **Continue** to finalize your TPP enrollment.

Once your Tuition Payment Plan is set up, you will be able to view your plan on your home page.

1. **Student Account:** The total account balance. This will include ALL charges, even ones for other semesters.
2. **Payment Plans:** The remaining balance on your current Tuition Payment Plan.
 - a. **Balance Not Included in Plan:** Any charges that aren't included in the automatic payments, such as Late Fees, or International Fees. You will have to pay these manually. **International Fees should be paid in full at the beginning of the semester. Not doing so can cause late payments on your plan.**
3. **Scheduled Payments:** View the upcoming payments on your plan, including the charge date and amount, as well as the saved payment method it will be charged to.

****NOTE:** To submit a [TPP Request to Cancel a Scheduled Payment Form](#) you must click the previous link, the submission should not be later than 3 pm on the business day before the due date.

An automatic payment cannot be cancelled the day of.

Student Account		ID: xxxxxx	1
Balance		\$1,195.50	
View Activity			

Payment Plans		2
2021 Spring Tuition Payment Plan		\$1,195.50
Balance Not Included in Plan		\$0.00

Scheduled Payments							3
Description	Payer	Date	Method	Status	Amount	Action	
2021 Spring Tuition Payment -- Installment 1 of 3		2/10/21	Credit	Scheduled	\$398.50	⚙️	
2021 Spring Tuition Payment -- Installment 2 of 3		3/10/21	Credit	Scheduled	\$398.50	⚙️	
2021 Spring Tuition Payment -- Installment 3 of 3		4/10/21	Credit	Scheduled	\$398.50	⚙️	