



How to Enroll in and Manage Your Payment Plan at

GENEVA COLLEGE

Geneva College offers two payment plan options for students who are eligible. The payment plans are an affordable way to meet your financial obligation to Geneva College without taking loans to cover your cost.

If you decide to enroll in a payment plan, you will need to manage your student account and the payment plan throughout the semester.

- Geneva College Payment Plans are set up and managed by our servicer, Nelnet. If you would like to participate in the payment plan, you will need to set it up directly through your Nelnet account available through myGeneva (<https://my.geneva.edu>), Student Financial Services tab.
- Through your Nelnet account, you will be able to select an automatic deduction option from your checking account, or you can select to pay through your credit card or debit card. Each option will let you select the day of the month that the payment will be deducted from your account or card.
- Payments will be pending two business days prior to the date you have set up for the payment to be made. You are not able to cancel or change the plan after this time.
- If you choose to pay by credit/debit card, you will be assessed a fee of 2.75% of the balance (charged by the credit card processor).
- **Payment Plans are set up for one semester at a time.** You will need to re-enroll for a new payment plan for each semester of the academic year.
- There is a \$25.00 enrollment fee due at the time you sign up for the payment plan. This is a **non-refundable** fee.
- The payment plan will need to be set up for the full balance that is due on the student account. To ensure that you are signing up for the correct amount on your payment plan, please make sure to accept your financial aid award and finalize any other outstanding requirements through the Financial Aid Portal (<https://finaid.geneva.edu>). In addition, if you are planning to use a private loan to cover part of the balance, please make sure to have your loan approved before signing up for a payment plan.
- What costs are eligible to be included in a payment Plan?
 - Tuition
 - Room and Board
 - Student Health Insurance
 - Online/Course/Campus Service Fees
- What costs are not eligible to be included in a payment plan?
 - Past Due Balances
 - Parking Permits Cost
 - Parking Tickets
 - Any Fines

- Adjustments to Student Account / Payment Plan
 - Throughout the semester, your student account may have an increase or decrease in the balance due. If you are enrolled in a payment plan these increase/decreases to the student account will create a “Pending Adjustment” on your payment plan. This may increase or decrease your monthly payments.
 - **You will need to review your payment plan and “Accept” the Pending Adjustment on the payment plan.** The balance due will be equally amortized over the remaining payments on the payment plan.
 - If you do not accept the pending adjustment you may end up paying too much on your student account, or you will owe an out-of-pocket payment to cover the increase, over-and-above your payment plan payment.

- What Payment Plans options are available?
 - 5 month payment plan
 - Payments run July – November for the fall semester
 - Payments run December – April for the spring semester
 - 4 month payment plan
 - Requires a 10% down payment of your balance at the time you enroll in the payment plan. This is over-and-above your \$25.00 enrollment fee.
 - Payments run August – November for the fall semester
 - Payments run January – April for the spring semester

- What happens to my payment plan if I am no longer a student at Geneva College?
 - If for any reason you are no longer an enrolled student at Geneva College, your payment plan is still active. It will not terminate at the time of your withdrawal and will continue to pull payments from your bank account.
 - **If you are planning to withdraw you will need to speak with Student Financial Services to review your student account balance. At that time you can review your options with them to terminate the payment plan and ensure your student account balance is paid in full.**

Student Financial Services is available to assist you with your financial questions and concerns. If you need help in setting up a payment plan or need to review your payment options, please feel free to contact our office by calling 724-847-6530 or emailing us at SFS@geneva.edu. We will be glad to assist you through this process.



Geneva College Payment Plan Set Up and Enrollment Steps

Step 1 – Log into your Nelnet Account available through your myGeneva (<https://my.geneva.edu>), Student Financial Services tab. From the Nelnet welcome page, click on “Enroll in Payment Plan”. If you have never accessed your Nelnet account before, please review the “How do I access my Nelnet Account for the first time?” located on our FAQ page at <https://www.geneva.edu/student-financial-services/tuition-costs-billing/nelnet-faq>.

Step 2 – Click “Begin” to begin enrollment into a payment plan

Geneva College (35870) 2018-2019 Spring

Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

[Begin](#) | [Cancel](#)

204 v19.1.10314.11050

Customer Service | Terms of Use | Privacy & Security

© 2001-2019 Nelnet, Inc. and Affiliates. All Rights Reserved.

Step 3 – On the Amount Due screen, click “next” (the payment plan must be set up for entire balance due on your student account).

Geneva College (35870) 2018-2019 Spring

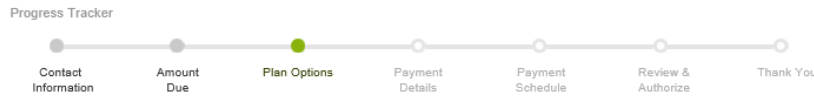
Progress Tracker

Contact Information | **Amount Due** | Plan Options | Payment Details | Payment Schedule | Review & Authorize | Thank You

Name	Amount Due	
Matthew	10,000.00	View Details

[Back](#) | [Next](#) | [Cancel](#)

Step 4 – On the Payment Plan Options screen, click the radio button for the payment plan you want to enroll in. On this screen, you will also pick the date you want your payment to be deducted from your account.



Payment Plan Options

Amount Due to Geneva College: \$10,000.00

Select a payment schedule

Show: All Items Selected

Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	5	February 2020	\$2,000.00	1st 5th 10th 15th 16th 17th 20th 21st 25th	30 Jan 2020 03 Feb 2020 06 Feb 2020 13 Feb 2020 13 Feb 2020 13 Feb 2020 18 Feb 2020 19 Feb 2020 21 Feb 2020	\$25.00

Step 5 – Acknowledge the nonrefundable enrollment fee by clicking “OK”

Payment Plan Options

Amount Due to Geneva College: \$10,000.00

Select a payment schedule

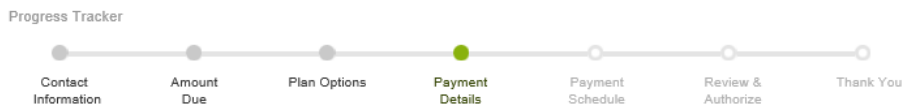
Monthly Payments

Enrollment Fee

There is a nonrefundable enrollment fee to participate in the option you selected.

|

Step 6 – Select your desired payment method using either the bank account or credit card option.



Payment Details

Please enter your primary financial account for payments

Pay using ?

- Select --
- Add Bank Account --
- Add Credit Card --

The following processing fees may apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.
Card transactions for Geneva College are processed by Nelnet Campus Commerce, USA.

| |

Step 7 – Enter in payment information, confirm authorized signer of account

Progress Tracker



← Add Account

Bank Account

Please enter your name exactly as it appears on your Bank Account.

Account Holder Name*	<input type="text" value="Matthew Bank"/>
Bank Name*	<input type="text" value="Test Bank"/>
Account Type*	<input type="text" value="Checking"/>
Routing Number*	<input type="text" value="111111111"/>
Account Number*	<input type="text" value="797979797979"/>

|

Step 8 – Confirm payment method and amount due today

Progress Tracker



Payment Details

Please enter your primary financial account for payments

Pay using

Card transactions for Geneva College are processed by Nelnet Campus Commerce, USA.

Amount Due Today

Pay using (Change)

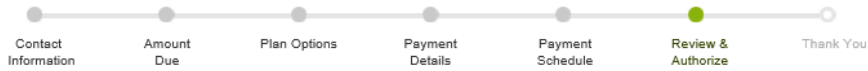
Enrollment Fee	25.00
Amount Due Today	\$25.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$10,000.00
--	--------------------

Step 9 – Review and Authorize

Progress Tracker



Review & Authorize

[Netnet Returned Payment Fee Policy](#)

Amount Due Today \$25.00 Payment Method Test Bank - 7979 (Change)	Remaining Amount \$10,000.00 Payment Method Test Bank - 7979 (Change)	<input type="checkbox"/> I have read and accept the terms and conditions of this payment plan
<input type="button" value="Back"/> <input type="button" value="Authorize"/> <input type="button" value="Cancel"/>		

Contact Information

[Change](#)

Name/Address	Matthew Beaver Falls, PA 15010 United States	<input checked="" type="checkbox"/> Use e-mail for correspondence
Phone		<input checked="" type="checkbox"/> Please send me e-mail payment reminders
E-mail		

Balance Summary

Balance Summary

Name	
Matthew	
Total Amount Due	\$10,000.00

Payment Details

[Change](#)

Future Payments Scheduled	Test Bank - 7979	
Amount Due Today	Test Bank - 7979	
Date	Description	Amount
March 15, 2019	Enrollment Fee	25.00
Amount Due Today		\$25.00

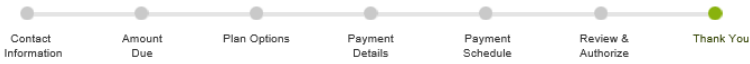
Future Payment Schedule

[Change](#)

Payment Date	Description	Amount
Thursday, February 20, 2020	Payment	2,000.00
Friday, March 20, 2020	Payment	2,000.00
Monday, April 20, 2020	Payment	2,000.00
Wednesday, May 20, 2020	Payment	2,000.00
Monday, June 22, 2020	Payment	2,000.00

Step 10 - Confirmation

Progress Tracker



Thank You

✔ Thank you for completing a Nelnet payment plan for Geneva College. Please print a copy for your records.

📱 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

👤 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Amount Paid Today
\$25.00
Test Bank - 7979

Remaining Amount
\$10,000.00
Test Bank - 7979

I have read and accept the terms and conditions of this payment plan (Signed on 15 Mar 2019)

Done

Print

Progress Tracker



Payment Schedule

What day do you want the future scheduled payments to be on?*

20th

Future Payment Schedule

Payment Date	Description	Amount
Thursday, February 20, 2020	Payment	2,000.00
Friday, March 20, 2020	Payment	2,000.00
Monday, April 20, 2020	Payment	2,000.00
Wednesday, May 20, 2020	Payment	2,000.00
Monday, June 22, 2020	Payment	2,000.00

Card transactions for Geneva College are processed by Nelnet Campus Commerce, USA.

Back

Next

Cancel