Howard University Installment Plan
How-To-Guide

Nelnet Business Solutions will manage the University’s 5-month installment plan for the Fall and Spring semesters. There are several benefits such as:

1) Payment Methods – Payments may be made by Discover, MasterCard or American Express or automatic bank payment (ACH)
2) Convenience – Automatic payments deducted from a checking/savings account or credit/debit card
3) Easy Access – The installment plan can be monitored online or you can call a dedicated customer service representative

Signing up is easy. Log in to BisonWeb and follow these simple steps.

1. On the Main Menu, select “Student”
2. On the Student Services Main Menu, select “Student Accounts”
3. On the Student Accounts Menu, select “Setup Payment Plan”

You will then be taken to the overview page of the installment plan.
4. After reading the information on the Welcome page, click “Proceed”

5. You have now reached the Payment Agreement page and will need to enter the following information:
   a. **Student Information**
   b. **Personal Information** (Person responsible for payment) – This will be information for the person making the monthly payments, i.e. student or parent.
   c. Create an **Access Code**
   d. Enter the name of another **person who you authorize** to inquire about or make changes to the plan (optional)

Be sure to have your credit card or bank information available as you begin.
This is your Howard University ID#. Be sure to include the “@” sign.
6. Select the “Payment Plan”

![Image of payment plan]

If you sign up prior to 6/2/11, select “June 2, 2011”.

If you sign up after 6/2/11, select “June 21, 2011”.

7. The $30 enrollment fee is non-refundable.

![Message from webpage]

The non-refundable enrollment fee will be attempted separately within 14 days. Do NOT include the non-refundable enrollment fee in the budget worksheet below.
8. Complete the “Budget Worksheet”.
   a. Enter “Total Amount Owed” – This is your tuition and fees
   b. Enter “Credits” – This is the amount of your financial aid and/or any deposits you have made, i.e. housing
   c. Click the “Calculate” button – This will determine your monthly payment amount
9. Select which payment method you will use:
   a. Payment from your bank account
   b. Payment to your credit card
   c. Click “Proceed”
10. If you will have the payment deducted from your bank account, enter your “Bank Information” and click “Proceed”
11. If you will have the payment posted to your credit card, read the information regarding credit card payments and click “Proceed”
12. You will receive the installment plan details. At the bottom of the Account Information page, enter your **credit card information** and click “**Proceed**”
Upon clicking the “Proceed” button, the information which you entered will be available to review. Be sure to verify that the following information is correct:

a. Personal Information  
b. Payment Plan  
c. Account Information

If any of the information is incorrect, you will have the ability to correct it.

*** Be sure to read the TERMS & CONDITIONS, ACCEPT THE TERMS & CONDITIONS, and click “SUBMIT AND ACTIVATE” in order to finalize and activate the agreement. ***

You will then receive a confirmation and agreement number and have the option to print the page for your records.