



# AUTOMATIC PAYMENT PLAN

## Advantages

- Easy online enrollment
- Monthly payment plan
- Flexible payment options
- No interest

## Payment Methods

- Automatic bank payment (ACH)
- Credit/debit card

*Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit/debit card is used, a 2.75% convenience fee in addition to the enrollment fee will be assessed. Credit Cards accepted are MasterCard, American Express, and Discover.*

## Cost to Participate

- \$30 per semester nonrefundable enrollment fee (ACH & credit/debit card)
- \$30 fee if a payment is returned
- \$50 deferred payment fee assessed by the University

## Simple Steps to Enroll in the Payment Plan

- Go to [www.howard.edu/bisonweb](http://www.howard.edu/bisonweb) and select BisonWeb Secure Login
- Login using your Howard University student ID number and 6 digit PIN
- Click on Student
- Click on Student Accounts
- Click on Setup Payment Plan
- Select the appropriate term and follow the directions

*Before you click the Submit button, please read carefully through the Final Review and the Terms and Conditions. An immediate e-mail will be sent (if an e-mail address was provided for the person responsible for payment) confirming enrollment through e-Cashier.*

## e-Cashier Availability

Availability of e-Cashier is determined by Howard University. Please be aware the University may elect not to have e-Cashier available during specific times and dates during registration.

## My FACTS Account

My FACTS Account is a service which enables you to view the current status of your payment plan. Once you complete your payment plan through e-Cashier, you will receive instructions to set up your My FACTS Account.

## Balance Adjustments

**Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added.** You should review your agreement balance online through My FACTS Account or contact the Howard University Student Accounts Office at 202.806.2600/2610 to confirm the change.



## Target Dates To Enroll By

### Fall 2011

*e-Cashier available on May 15, 2011*

Last day to enroll online	Required down payment	Number of payments	Months of payments
June 2	none	5	Jun–Oct
June 21	20%	4	Jul–Oct

### Spring 2012

*e-Cashier available on October 10, 2011.*

Last day to enroll online	Required down payment	Number of payments	Months of payments
Nov 3	none	5	Nov–Mar
Nov 21	20%	4	Dec–Mar

**NOTE:** All down payments are processed immediately!



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