**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 and select BisonWeb Secure Login
- Login using your Howard University student ID number and 6 digit PIN
- 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**

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2</td>
<td>none</td>
<td>5</td>
<td>Jun–Oct</td>
</tr>
<tr>
<td>June 21</td>
<td>20%</td>
<td>4</td>
<td>Jul–Oct</td>
</tr>
</tbody>
</table>

**Spring 2012**

<table>
<thead>
<tr>
<th>Last day to enroll online</th>
<th>Required down payment</th>
<th>Number of payments</th>
<th>Months of payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 3</td>
<td>none</td>
<td>5</td>
<td>Nov–Mar</td>
</tr>
<tr>
<td>Nov 21</td>
<td>20%</td>
<td>4</td>
<td>Dec–Mar</td>
</tr>
</tbody>
</table>

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