



Payment Plan Agreement

This payment plan is for the current semester only.

The first payment and the enrollment fee of \$25.00 is due on or before 1/26/10

Payment plans submitted without the first payment and enrollment fee will not be processed.

Any payment plans submitted after 1/26/10 will be assessed a \$100.00 late fee.

STUDENT INFORMATION **DOB** _____
 Last Name _____ First Name _____

CURRENT SEMESTER COSTS _____ 2010 Spring Semester 1030

PAYMENT PLAN AMOUNT \$0.00

First payment must be received by 1/26/10

Total owed \$0.00 divided by 4 = \$0.00 due by the 1 of each month
 (# of Payments)

A \$25.00 Enrollment Fee is due with the first payment.

The total owed is based on the charges on the student account at the time of this agreement. The balance due may change any time a change is made to the class schedule, room and board contract, changes to financial aid, etc. Excess Financial Aid will be disbursed on fulfillment of this Agreement. Dropping a class or withdrawing will not change the balance due if drop/withdraw is completed after the last day to obtain a refund. The amount of this Payment Plan Agreement may change based on any of the above.

\$0.00 + \$25.00 = \$25.00
 1st Payment + Enrollment Fee = Total Due
 Remaining payments must be received by the 1 of each month.
 (date)

BSC does not automatically charge a credit card for future payments.

A late fee of \$50.00 must be added to any payment that is not submitted by the 1 of each month.
 (date)

Payment Plan			
Month	Date		Payments
January	26		\$25.00
March	1		\$0.00
April	1		\$0.00
May	1		\$0.00

Payments can be made online by check, credit card, or checkcard on the Campus Connection Portal. Please see the SIGN ON TO CAMPUSCONNECTION and MAKE A PAYMENT instructions on the back of this form.

By submitting this form electronically, you are agreeing to all terms and conditions of this payment plan agreement. Failure to pay or repeatedly paying late may also result in being unable to participate in any future payment plans. Any payment 30 days past due will result in immediate cancellation of this payment plan. Upon Cancellation for nonpayment any remaining balance will be placed in the collection process. Non-payments will result in a hold on transcripts and registration for additional classes.

 BSC Student Email

 Today's Date

 Cell Phone

 Home Phone

All students must be enrolled in BSC Email to enroll go to <https://secure.ndus.nodak.edu/services/>

SIGN ON TO CAMPUSCONNECTION

1. Open Internet Explorer
2. Go to the BSC website: bismarckstate.edu
3. Click
4. Click
5. Enter UserID and Password *
6. Click

In the menu at the left:

7. Click on Student Center

*The **User ID** will have a capital W followed by a 7 digit number (Ex. W0123456). The seven digit number is also known as your EMPL-ID.

The **Password** will have a combination of letters and numbers. *It is case sensitive.*

If you don't know your UserID or password see the **FORGOTTEN USERID OR PASSWORD instructions below.**

MAKE A PAYMENT

Online payment can be made by check, checkcard, or credit card.

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Campus Finances
3. Click View Statements/Pay Online Now

Please wait while the page loads.

4. Choose Payments from the menu at the top of the page.

If attend(ed) multiple campuses, choose the appropriate campus from the drop-down menu.

5. Click

To make a payment:

6. Click in the action column on the right side of the screen.
7. Select the payment method from the drop down menu.
8. Click
9. Complete the payment options
10. Click
11. Click

Payment Confirmations and emails must be maintained by the student for payment verification, as we are unable to duplicate this information and provide it at a later date.

SETUP AN AUTHORIZED USER TO MAKE A PAYMENT

This will allow someone other than the student to be set up to make a payment.

Authorized user must have an email account.

1. Log on to the CampusConnection Portal

In the menu on the left:

2. Click Campus Finances
3. Click View Statements/Pay Online Now

Please wait while the page loads.

4. Choose Authorized Users from the menu at the top of the page.

5. Click

6. Answer the three questions in the Add An Authorized User box.

7. Click

8. Enter the last 4 digits of your Student ID #

9. Click

FORGOTTEN USERID OR PASSWORD

Option #1

CampusConnection User-ID

1. Go to the CampusConnection Portal.
2. Click What is my User ID? (In the menu)
3. Complete the required fields.
4. Click Submit.

CampusConnection Password

1. Go to the CampusConnection Portal.
2. Click Forgot my Password. (In the menu)
3. Enter User ID and click Continue.
4. Enter response to hint question.
5. Click Email New Password.

Option #2

Contact the NDUS Helpdesk at 1-866-457-6387 or help.desk@nodak.edu.