

Changing the Payment Plan Amount using the Payment Plan Dashboard

When bills change due to various reasons like changes in classes, housing assignment, meal plan, financial aid package, and more, you may need to change your payment plan budget. Sometimes you want to decrease the plan and sometimes you want to increase it. This is easy on the NEW Payment Plan Dashboard!

1. Log into the Payment Plan Dashboard and look at the Installment Payment Plans box on the upper right. Choose the plan you want to adjust, there could be more than one such as summer and fall run simultaneously for part of the year.



your account make payment Shopping Cart help sign out

Kutztown University

Sallie Mae Student Test

Payment Plan Balance

Current Payment Plan Balance \$2,919.47 [Pay](#)

[Click here to make a payment](#) (Zero or credit balances are not displayed)

The last payment received was for \$35.00 on 5/15/2018.

Your Recent Payments

[View All](#)

Please note that payments below may include a credit card service fee of 2.75%. This fee is not retained by KU and is not reflected on your student account in MyKU. In addition, \$35 enrollment fees, while paid, are not retained by KU and are not reflected on your student account in MyKU.

05/15/2018	\$35.00	View
05/15/2018	\$342.50	View
05/15/2018	\$205.50	View

Parent PINs

[Add New](#)

You currently have the following Parent PINs set up.

Mom Smith	Edit Delete
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Installment Payment Plans

[Click here to view your Fall 2018 Payment Plan](#)

[Click here to view your Summer 2018 Payment Plan](#)

Scheduled Payments

Fall 2018 Plans	Cancel
Next payment	Amount
6/15/2018	Pending
Summer 2018 Plan	Cancel
Next payment	Amount
7/8/2018	Pending

Saved Accounts

[Add New](#)

The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

Disney	Edit
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Text Messaging Configuration

[Text Alert Setup](#)

eSignature Disclosure [View](#)

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2. For this example we clicked on Summer 2018 payment plan. You will see the remaining payments due, the payments pending and the payments already paid. Enter the new adjusted plan budget amount in the box and click **Adjust**. Note the plan cannot be smaller than the payments already paid.
 - a. Example shows the current plan with 273.60 due on 7/08/18 & 726.40 due on 8/08/18.



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Summer 2 2018 Session Installment Plan

Due Date	Installment Amount	Pending	Paid Installment Balance	
06/15/2018	\$726.40	\$0.00	\$726.40	\$0.00
07/08/2018	\$726.40	\$0.00	\$452.80	\$273.60
08/08/2018	\$726.40	\$0.00	\$0.00	\$726.40
	\$2,179.20	\$0.00	\$1,179.20	\$1,000.00

Date Enrolled: 05/15/2018

Number of Installments: 3

Total Budget Amount: \$2,179.20

Total Amount Paid: \$1,179.20

Remaining Balance: \$1,000.00

Budget Limits:

Minimum Amount: 250.00

Maximum Amount:

Adjust Budget Amount

New total budget amount:

(New budget amount must be at least \$1,179.20)


View Agreement

Return to Your Account page

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3. For the example, let's say extra aid was awarded and the balance due after aid is not 2,179.20, it is now only 1,500.00. Enter the New total budget amount as 1,500.00 and click **Adjust**. The same agreement stays in place and an email confirmation is sent.

Delete
Respond
Quick Steps
Move
Tags
Editing
Zoom



Wed 5/16/2018 12:56 PM

noreply@schoolname.edu

You have adjusted the installment plan.

To Student Accounts

The total amount of your installment plan Summer 2 2018 Session Installment Plan at Kutztown University of Pennsylvania has been adjusted from \$2179.20 to \$1500.00.

4. Now when you click back on the Installment Payment Plan, you will see the balance left due on the plan is only 320.80 and it is due 8/08/18. This is because you had already made payments on the plan of 1,179.20 and all that's needed to pay 1,500.00 is now 320.80.

Summer 2 2018 Session Installment Plan

Due Date	Installment Amount	Pending	Paid Installment Balance	
06/15/2018	\$726.40	\$0.00	\$726.40	\$0.00
07/08/2018	\$386.80	\$0.00	\$386.80	\$0.00
08/08/2018	\$386.80	\$0.00	\$66.00	\$320.80
	\$1,500.00	\$0.00	\$1,179.20	\$320.80

Date Enrolled: 05/15/2018
 Number of Installments: 3
 Total Budget Amount: \$1,500.00
 Total Amount Paid: \$1,179.20
 Remaining Balance: \$320.80

Budget Limits:
 Minimum Amount: 250.00
 Maximum Amount:

Adjust Budget Amount
 New total budget amount:

(New budget amount must be at least \$1,179.20)