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.
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.

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.
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.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Installment Amount</th>
<th>Pending</th>
<th>Paid</th>
<th>Installment Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/15/2018</td>
<td>$726.40</td>
<td>$0.00</td>
<td>$726.40</td>
<td>$0.00</td>
</tr>
<tr>
<td>07/08/2018</td>
<td>$386.80</td>
<td>$0.00</td>
<td>$386.80</td>
<td>$0.00</td>
</tr>
<tr>
<td>08/08/2018</td>
<td>$386.80</td>
<td>$0.00</td>
<td>$56.00</td>
<td>$320.80</td>
</tr>
</tbody>
</table>

$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)