

Editing the Plan Amount on a Payment Plan

Changing the payment plan amount may be needed if you receive additional aid, a late scholarship or even make a payment as a regular payment not to the payment plan. To Edit the Plan is super EASY! for a scheduled installment payment is done under Payment Plans, however you must have the new (or other) payment method saved in your Payment Profile to make a change.

MyKU > Student Account card > Payment Dashboard > Payment Plans > click on the plan

1. Click on Edit Payoff Amount
2. Enter the new amount
3. SAVE

The screenshot shows the 'Payment Plans' dashboard. At the top, there are three buttons: 'Edit Payoff Amount', 'View Agreement', and 'Pay off Plan'. Below these is a table with columns: 'Payment Date', 'Method', 'Amount Due', and 'Action'. The table lists five installments, all with a due date of 5/14/24 and a method of 'PayPath Visa *1111'. The 'Amount Due' for each installment is \$583.31. The 'Action' column contains a gear icon. A dropdown menu is open for the first installment, showing 'Edit' and 'Delete' options. At the bottom of the table, there are two buttons: 'Update All Methods' and 'Pay Next Installment'.

Payment Date	Method	Amount Due	Action
5/14/24	PayPath Visa *1111	\$583.31	<div>Edit Delete</div>
6/14/24	PayPath Visa *1111	\$583.31	
7/14/24	PayPath Visa *1111	\$583.31	
8/14/24	PayPath Visa *1111	\$583.31	
9/14/24	PayPath Visa *1111	\$583.31	

You will then see the amounts due update to the new amount per payment.

The screenshot shows the 'Payment Plans' dashboard. At the top, there are two tabs: 'Manage Plans' and 'Plan History'. Below the tabs, there is a message: 'You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.' with an 'Enroll Now' button. Below the message is a section titled 'Test Estimated Plan'. This section contains a table with columns: 'Plan name', 'Enrolled by', 'Enrollment date', 'Term', 'Setup fee', 'Down payment', and 'Payoff amount'. The table lists one plan: 'Test Estimated Plan'. The 'Enrollment date' is 3/22/24 and the 'Term' is Fall 2024. The 'Setup fee' is \$35.00, the 'Down payment' is \$583.45, and the 'Payoff amount' is \$3,000.00. Below the table, there are three buttons: 'Edit Payoff Amount', 'View Agreement', and 'Pay off Plan'. Below these buttons is a table with columns: 'Installment', 'Due Date', 'Status', 'Payer', 'Payment Date', 'Method', 'Amount Due', and 'Action'. The table lists five installments, all with a due date of 5/14/24 and a method of 'PayPath Visa *1111'. The 'Amount Due' for each installment is \$600.00. The 'Action' column contains a gear icon. At the bottom of the table, there are two buttons: 'Update All Methods' and 'Pay Next Installment'.

Plan name	Enrolled by	Enrollment date	Term	Setup fee	Down payment	Payoff amount
Test Estimated Plan		3/22/24	Fall 2024	\$35.00	\$583.45	\$3,000.00

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Test Estimated Plan -- Installment 1 of 5	5/14/24	Scheduled		5/14/24	Mickey checking	\$600.00	
Test Estimated Plan -- Installment 2 of 5	6/14/24	Scheduled		6/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 3 of 5	7/14/24	Scheduled		7/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 4 of 5	8/14/24	Scheduled		8/14/24	PayPath Visa *1111	\$600.00	
Test Estimated Plan -- Installment 5 of 5	9/14/24	Scheduled		9/14/24	PayPath Visa *1111	\$600.00	