

ENROLLING IN THE MILLIGAN PAYMENT PLAN

The Payment Plan is an academic year plan. Double your charges & aid to include spring semester
If you are graduating in December, double your charges & aid. Plan will be cancelled after fall is paid.

★ **For Lower Monthly Payments enroll in June.** Balance will be divided into 11 monthly payments

Enrollment in July: balance will be divided into 10 payments: August: 9 payments.

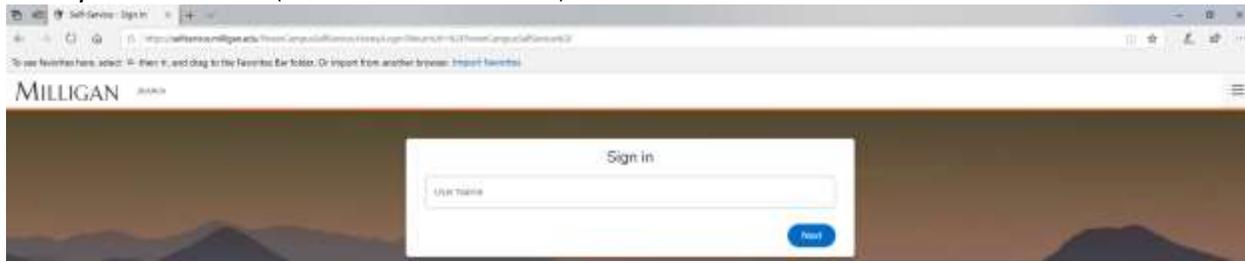
Review your statement every month to make sure plan amount stays up to date.

Go to www.today.milligan.edu

Click Self-Service on the top bar



Enter your User Name (Also Canvas User Name)

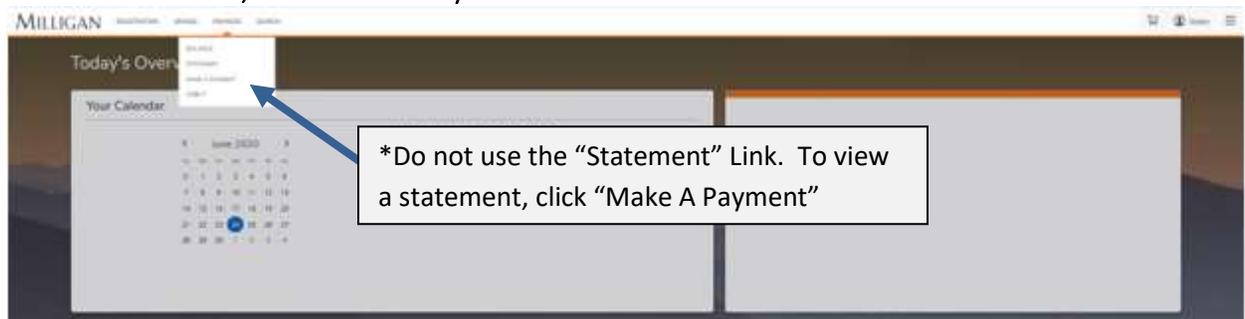


Enter User Name again & Password

If you have forgotten your password, click "Forgot your Password"

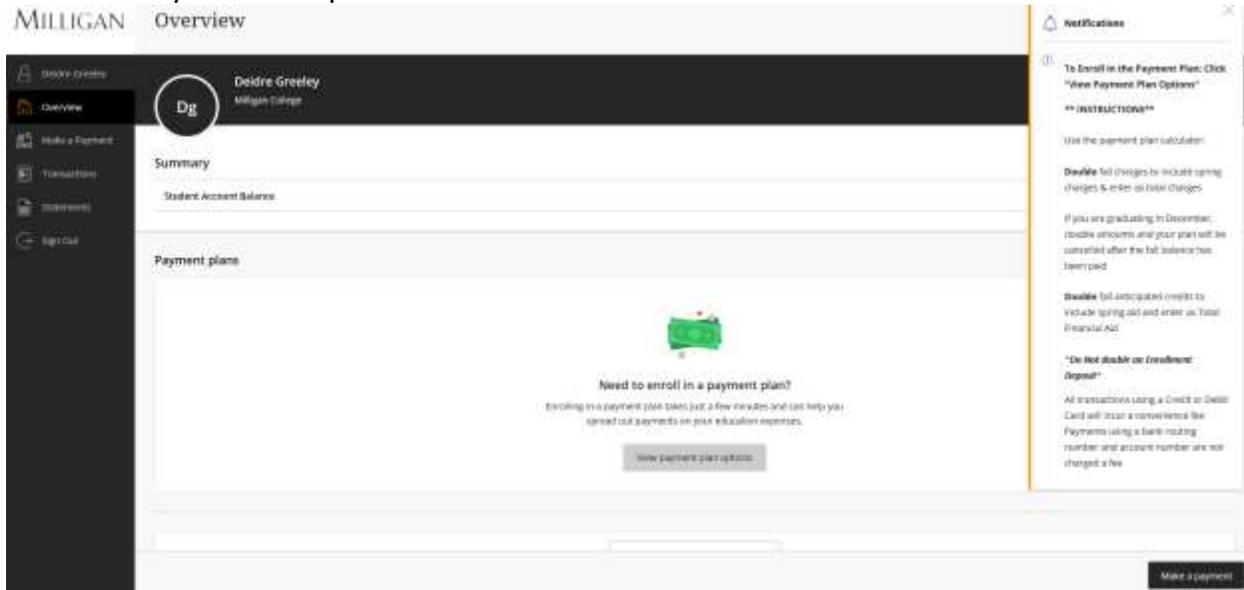


Roll over "Finances", Click "Make A Payment"

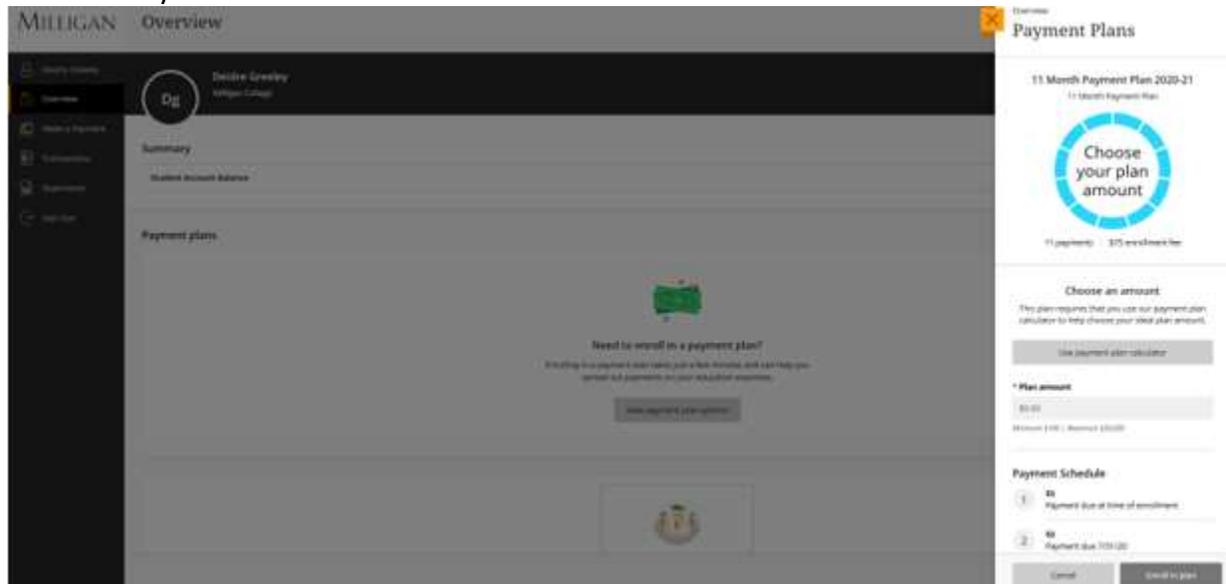


You need your statement to enroll in the plan. You can use the statement mailed to you or click “Statements”. Click the icon under “View” to view and print your most recent statement.

Click “View Payment Plan Options” in the middle of the screen



Click “Use Payment Plan Calculator”

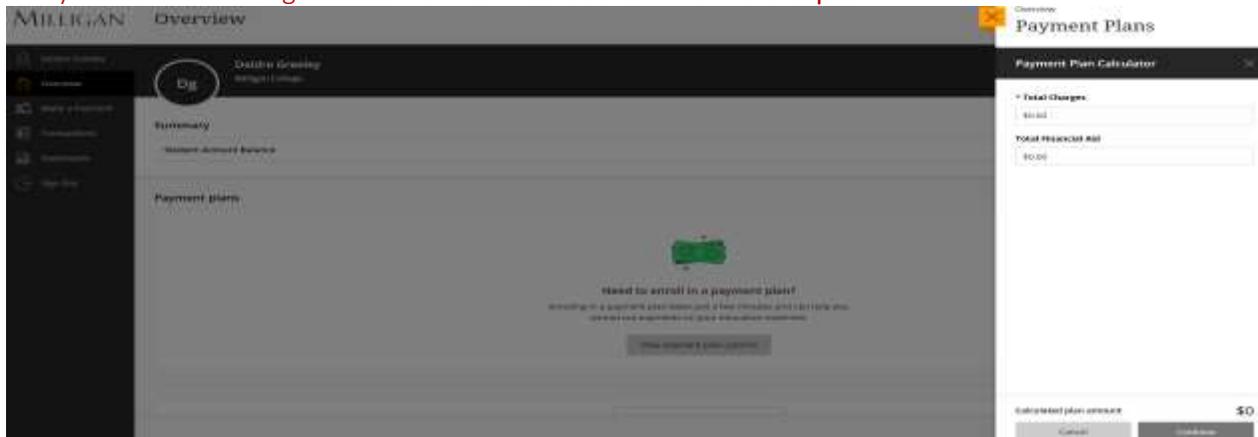


Use your statement:

Double the Total Charges to include the estimated spring charges and enter amount

Double the Anticipated Credits to include the estimated spring anticipated aid and enter amount

****If you are an incoming student - Do NOT double the Enrollment Deposit**



The screen will show your monthly payments
Click "Enroll in Plan"

Review the monthly payments
Read and check box if you agree to Terms & Conditions, click "Continue"

Payment Plan Enrollment

Agreement

\$10,000
Total amount to enroll for amount of 11 Month Payment Plan

Review the payment schedule and terms and conditions below.

Payment Schedule

Payment #	Payment Date	Payment Amount
1	Payment due at time of enrollment	\$833.33
2	Payment due 01/01/20	\$833.33
3	Payment due 02/01/20	\$833.33
4	Payment due 03/01/20	\$833.33
5	Payment due 04/01/20	\$833.33
6	Payment due 05/01/20	\$833.33
7	Payment due 06/01/20	\$833.33
8	Payment due 07/01/20	\$833.33
9	Payment due 08/01/20	\$833.33
10	Payment due 09/01/20	\$833.33
11	Payment due 10/01/20	\$833.33
12	Payment due 11/01/20	\$833.33

Terms and Conditions

Please read below and indicate your agreement with consent by checking the checkbox below.

I have read and agree to the Terms & Conditions

Next **Continue**

The enrollment fee and first payment must be paid for the enrollment to be processed

Payment Plan Enrollment

Payment due at time of enrollment

\$984.09

11 Month Payment Plan 2020-21: 11 Month Payment Plan

Enrollment fee	\$75
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11 Month Payment Plan 2020-21: 11 Month Payment Plan

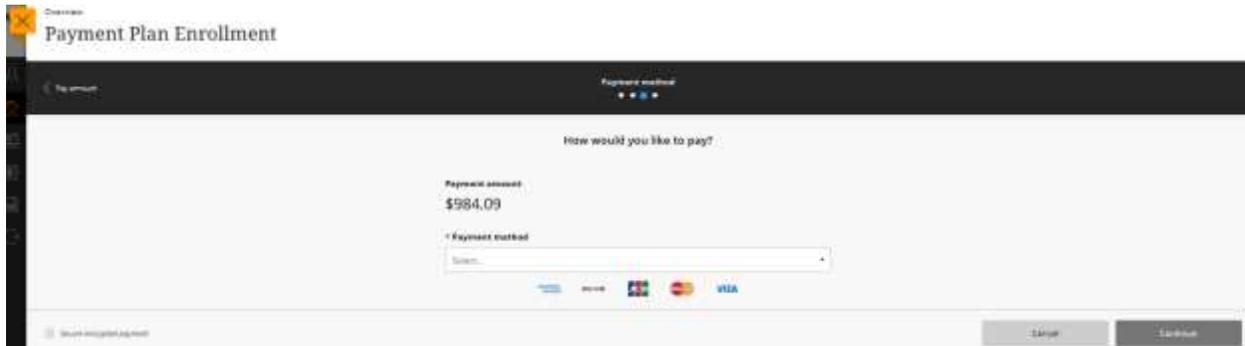
First payment	\$909.09
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Next **Continue**

Select Payment Method

*Every payment made with a credit or debit card will be charged a convenience fee

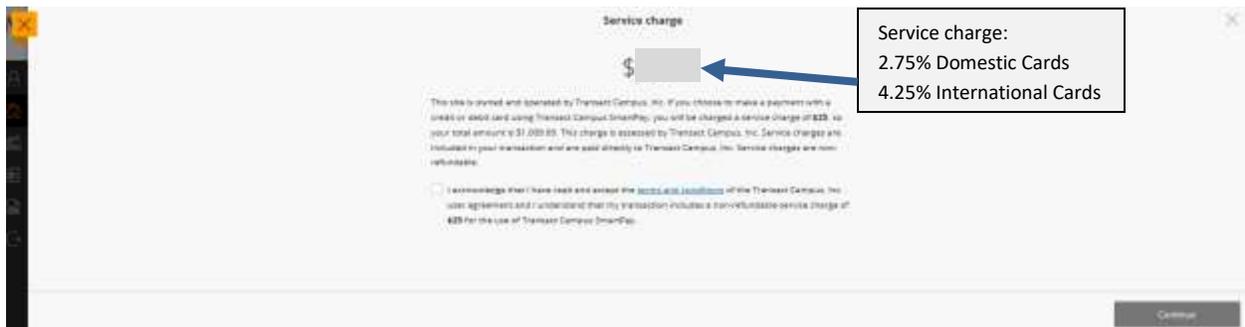
*Payments using a bank routing number and account number are not charged a convenience fee



The screenshot shows the 'Payment Plan Enrollment' page. At the top, it says 'Payment method'. Below that, it asks 'How would you like to pay?'. The 'Payment amount' is \$984.09. There is a dropdown menu for 'Payment method' with 'Cash' selected. Below the dropdown are icons for American Express, Discover, Mastercard, and Visa. At the bottom right, there are 'Cancel' and 'Continue' buttons.

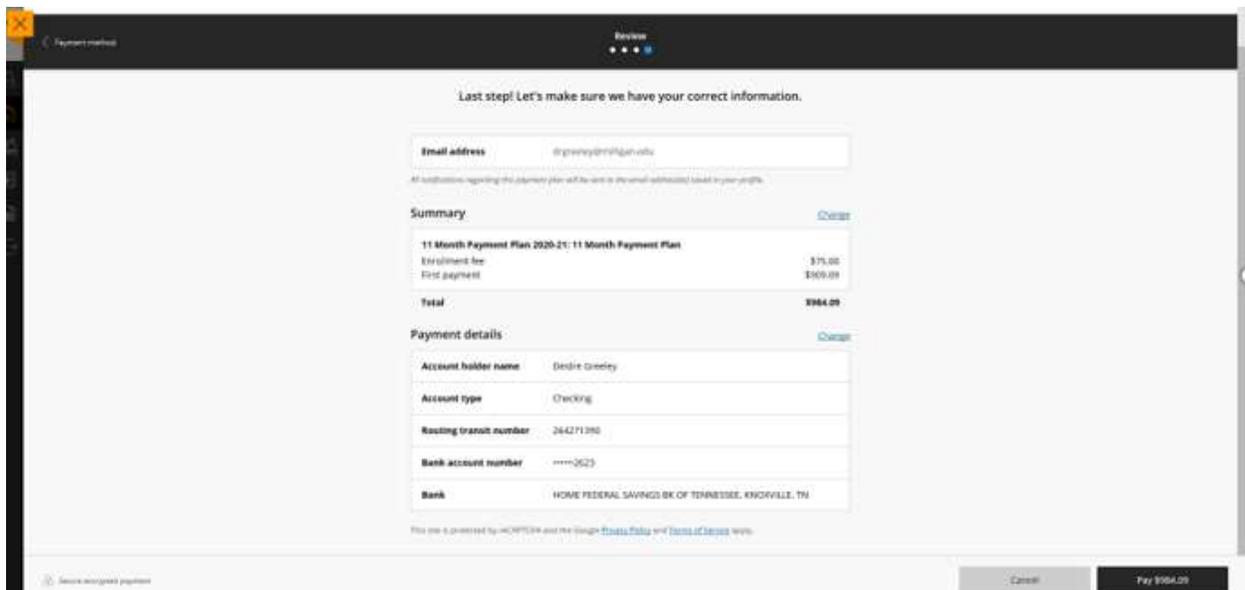
After entering the credit/debit card number or banking information, you have the option to save that form of payment for easier payments in the future

*If you use a credit or debit card, the service charge amount will be listed.



The screenshot shows a 'Service charge' notification. It states: 'This site is owned and licensed by Truist Campus, Inc. If you choose to make a payment with a credit or debit card using Truist Campus SmartPay, you will be charged a service charge of \$29.40 on your total amount of \$1,000.00. This charge is assessed by Truist Campus, Inc. Service charges are included in your transaction and are paid directly to Truist Campus, Inc. Service charges are non-refundable.' Below this is a checkbox for acknowledgment. A blue arrow points from a box on the right to the service charge amount field. The box contains: 'Service charge: 2.75% Domestic Cards, 4.25% International Cards'. At the bottom right is a 'Continue' button.

The screen below shows a payment using a bank routing & account number and is not charge a convenience fee. Review information and **click “Pay_____”** to complete the enrollment.



The screenshot shows the 'Review' screen. It says 'Last step! Let's make sure we have your correct information.' Below that is an 'Email address' field with 'dgreene@truhomes.com'. A 'Summary' section shows: '11 Month Payment Plan 2020-21: 11 Month Payment Plan', 'Enrollment fee \$75.00', 'First payment \$909.09', and 'Total \$984.09'. A 'Payment details' section shows: 'Account holder name: Dencie Greedy', 'Account type: Checking', 'Routing transit number: 264271380', 'Bank account number: ****0625', and 'Bank: HOME FEDERAL SAVINGS BK OF TENNESSEE, KNOXVILLE, TN'. At the bottom right, there are 'Cancel' and 'Pay \$984.09' buttons.

You are not enrolled in automatic payments.

You can enroll in AutoPay so payments will be automatically made each month.
On the Overview Tab, Click “Set Up AutoPay”