

## MONTHLY PAYMENT PLAN INFORMATIONAL OVERVIEW

### **Why might I need a monthly payment plan?**

Tuition is due in full by the tuition deadline for each term. However, some students are unable to make payment in full so we offer a monthly payment plan option.

### **Is the Monthly Payment Plan hosted by Southeastern Baptist Theological Seminary?**

No. The Monthly Payment Plan is hosted and managed by the Nelnet Business Solutions Company and is the only monthly payment option that is currently authorized by SEBTS.

### **What is FACTS/Nelnet Business Solutions?**

Nelnet Business Solutions is a third party company that has over 25 years of experience serving families and schools by providing tuition payment plan management. They are the nation's leading provider of tuition payment plans.

### **What is the Monthly Payment Plan?**

Nelnet provides a Monthly Payment Plan for tuition expenses that allows students to spread their tuition payments throughout the semester in which they are enrolled. These payments will be automatically (ACH) drafted out of a bank checking or acceptable savings account. The drafts occur on the 20<sup>th</sup> of each month for the duration of the registered plan. The Monthly Payment Plan is interest free and enables students to avoid accruing debt in pursuing their education. The only charge for enrolling in the Monthly Payment Plan is a per semester enrollment fee. This Web-based service allows students to register for a payment plan online and it is hosted on secure servers and is accessible through a link on the SEBTS website.

### **What are the details of the Monthly Payment Plan that I need to know as a student of SEBTS/C@SE?**

SEBTS/C@SE offers a monthly payment plan as described above. This plan is set up **online only and may be used only for tuition and tuition related fees**. This plan is an automatic draft from a checking or saving account and must be enrolled in each semester. The plan will only be active for the dates identified in the plan and will not roll forward into the next term. The payment plans will be four equal monthly payments for new students attending New Student Matriculation and five equal monthly payments for returning students. The plan must be set up during Matriculation for new students and by the semester's tuition deadline for returning students. Using this payment plan does not at all change the deadline for tuition payments. The payments are processed on the 20<sup>th</sup> of each month for the duration of the plan. Any missed payments due to insufficient funds will result in an additional insufficient funds fee being drafted by NelNet. Additionally, the Monthly Payment Plan cannot be used to pay off past due balances or housing costs. The Monthly Payment Plan is strictly for current tuition and tuition related fees (i.e. tuition, student service fee or online class fee).

Upon enrollment, the whole plan amount will be credited to your student account and the monthly payments will be processed and managed through the Nelnet Company. The plan will post to the student account on the next business day.

Nelnet charges a non-refundable enrollment fee to sign up for the plan that will be drafted immediately upon enrollment. You will be sent a confirmation e-mail upon enrollment, as well as a friendly payment reminder e-mail each month.

### **How do I manage the Nelnet Payment Plan?**

You may log into your plan by using the appropriate web address. Here is a list of all plan web addresses:

Standard Payment Plan Portal - <https://www.nbspayments.com/signin/4KCM4>

Advanced Degree Payment Plan Portal - <https://www.nbspayments.com/signin/4KCN2>

C@SE Students Payment Plan Portal - <https://www.nbspayments.com/signin/4KCQY>

The Nelnet Company does not know any details about your registration or student account balance therefore any plan adjustments must be made through the Accounting Services Office by completing a Nelnet Change Form. These changes **must** be submitted at least **five** (5) business days before the next scheduled draft. Adjustments to bank account information need to be processed directly with the Nelnet Company.

### **Where do I go to enroll in a FACTS/Nelnet payment plan?**

-Go to [www.sebts.edu](http://www.sebts.edu)

-Click on Student Portal or SEBTS CampusNet

-Click on the Forms & Info Tab

-Click Accounting Services

-Click on the "Enroll in a Payment Plan" hyperlink

OR, Login through Self-Service, click finances and then select "Enroll in a Payment Plan".

**You will need a checking or saving account number and routing number. Payment online by debit or credit card is not accepted.**

### **Nelnet Contact Info:**

[info@factsmgt.com](mailto:info@factsmgt.com)

PO Box 82527

Lincoln, NE 68501-2527

800.609.8056

### **SEBTS Accounting Services Contact Info:**

[accountingservices@sebts.edu](mailto:accountingservices@sebts.edu)

PO Box 1889

Wake Forest, NC 27588

919.761.2207