Welcome to the Phoenix College Nelnet Campus Commerce Payment Plan Tutorial
First a Few Notes

- A Nelnet payment plan must be set up before 6:00 PM on the due date to secure a class(es).
- A Payment plan requires $40.00 to start and will be processed immediately ($25.00 is a non refundable Service Fee and $15 goes towards tuition).
- Scheduled payments are automatically taken out on the 5th of every month from the financial information provided. If the 5th falls on a weekend and/or federal recognized holiday, your payment will be processed the following business day.

Item You Will Needed

1. MEID
2. Password
3. Currently enrolled and have tuition due
4. Payment Information:
   - Credit/Debit Card or
   - Checking/Savings Account (account number and routing number required)
5. Disable your popup blocker if you haven’t already done so
Where do I Start?

• Visit maricopa.edu/students
• Click on the Student Center
• Log in with your MEID and password.
Navigating to the Payment Plan

Select the **Financial Account** tile

**Make a Payment**

You will be prompted to “Select” the campus/term you intend to set up a payment plan for (If you are enrolled at multiple campus’s or in multiple terms a separate payment plan would need to be established for each).

**The “Select” option will be grayed out if your Pending Financial Aid is greater than what is owed and a payment plan will not be available. **
Notice to Review

**This notice will appear stating that your payment plan will never run longer than your Class end date.**

If you make changes to your class schedule your payment plan will update accordingly**
Setting up Payment Plan

Click the “Set up Payment Plan” button

(The “Make a payment” button is the option for making a payment in full)

Then click “Begin”
Contact Information

You will be redirected to your Nelnet Account Profile with information from your Student Center (address, phone number, email)

**Please verify the information.

First time users will need to create an account.
Payment Plan Option and Payment Info

Confirm the Amount Due

Review and select the payment option available to you.
Payment plans will never run longer than the length of your class(es).

**Remember $25.00 is a nonrefundable service fee**
Payment Plan Payment Info

Choose how you would like to pay: Credit/debit card or Checking/Saving account and enter your payment information

**All remaining monthly payments will automatically be processed**
Review and Confirmation

Review the scheduled billing dates and confirm the agreement and initial payment.

You will be emailed a copy of the agreement, once the agreement has been confirmed and the initial $40.00 payment processed.

**Your Student Center will still display an amount owed but this is because you have yet to pay your entire balance. As monthly payments are made, your balance will be reduced by your payment amount until the payment plan is complete.**
Frequently Asked Questions
Q: Can I set up a payment plan with Cash?

A: No, the initial payment must be made with a valid credit card or a checking/savings account.

After the initial payment, monthly payments can be made at PC with cash as long as it’s 2 business days before the scheduled payment. If you are unsure of the deadline please contact Student Business Services.
Q: How do I change my credit card or checking/savings info on file to another?

A: Access the Nelnet payment plan

Once logged in, click the “Financial Accounts” tab and you can choose to edit your current banking information or change your payment method.

**Nelnet must be given 2 business days before the next scheduled payment date to process any payment changes**
Q: Can I make a payment earlier than my monthly due date?

A: Yes

However, payments must be made at least 2 business days prior to your scheduled payment date.

Payments received less than 2 business days prior to your scheduled payment date will not prevent an automatic payment attempt resulting in a double payment.

If you are unsure of the deadline please contact Student Business Services.
Q: What if Nelnet is unable to obtain payment on the 5th?

A: If Nelnet is unable to automatically take out payment on the 5th of the month, Nelnet will send a message to your Official Maricopa email informing you of the following:

1. A returned payment had occurred
2. The date that the $30.00 returned payment fee will be automatically withdrawn
3. The date that the payment will be re-attempted
Q. How do I Verify my Enrollment and Charges for Class(es)

1. Verify your enrollment and charges by selecting “Financial Account”

2. Account Statement – Select the Campus / Term

3. Review the course schedule, charges and account balance
Q: How do I know when my classes are due?

A: 1. Log into your Student Center and select “Financial Account”

2. Then, Account Statement - Select the Campus / Term

3. View the Due Date Section
Q9: How do I know the last day I can withdraw from a class and receive a refund?

A: 1. Log into your Student Center and select “Financial Account”

2. Then, Account Statement - Select the Campus / Term

3. View the Refund Deadline section for the related course