Understanding your Installment Plan

Need Help? Contact the Bursar’s Office at bursar@newhaven.edu.
Review your plan breakdown by clicking on the **View Activity** button.
- Click on the current term to view the Account Activity.

- The **Account Activity** section will show the breakdown of your installment plan including the amounts due each month along with the due dates.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Plan Payment Due</td>
<td>IPMP</td>
<td>10/29/21</td>
<td>$2,171.00</td>
</tr>
<tr>
<td>Installment Plan Payment Due</td>
<td>IPMP</td>
<td>9/29/21</td>
<td>$2,171.00</td>
</tr>
<tr>
<td>Installment Plan Payment Due</td>
<td>IPMP</td>
<td>8/30/21</td>
<td>$2,171.00</td>
</tr>
<tr>
<td>Installment Plan Payment Due</td>
<td>IPMP</td>
<td>7/31/21</td>
<td>$2,171.00</td>
</tr>
<tr>
<td>Installment Plan Payment Due</td>
<td>IPMP</td>
<td>7/1/21</td>
<td>$2,171.00</td>
</tr>
<tr>
<td>Installment Plan Fee Fall</td>
<td>IPFF</td>
<td>6/16/21</td>
<td>$50.00</td>
</tr>
<tr>
<td>Installment Plan Agreement</td>
<td>IPEA</td>
<td>6/16/21</td>
<td>$10,855.00</td>
</tr>
</tbody>
</table>
The main screen will show the amount that is currently due, and the Term Balance owed for the semester.
How to Make a Payment

**Step 1:** Select the **Make Payment** option found in the main menu bar.

**Step 2:** Next, select your payment option.

[Image of a payment interface with options]

**Step 3:** Click “Add” to add the input amount pre-populated in the box or change input amount by clicking the dollar amount in the box. Once you see the amount you wish to pay in the Payment Total section, click **Continue**.

---

Important Note:

Credit/Debit card payments are processed through PayPath, a third-party payment processor, and are subject to a 2.85% service fee.

There is no service fee for using Electronic Check (e-check).
**Important Information About Your Plan**

- The Monthly Installment Plan does not automatically adjust to cover your University student account balance. It is the student’s and the payer’s responsibility to determine the semester budget to ensure their University student account balance is satisfied in full by the published due dates.

- Only current semester charges for tuition and fees can be included in the Monthly Installment Plan. The plan DOES NOT cover balances from prior semesters.

- If the amount shown as due is greater than what your monthly installment amount is, there is an additional amount owed that is not being covered by your installment plan. This amount CANNOT be added to your plan and is due immediately.

- The amount of your monthly installment will not show as due until the day of the actual due date.

- If you enroll after the plan start date, you will be required to make your first payment immediately once you are notified that your plan has been added.

- Payment is due every 30 days by the first of each month. The student/payer is responsible for making each monthly payment by the established due dates.

- Student’s/payers are responsible for paying each of the installments on time even if they do not receive a reminder notice.

- Payment in full for each installment must be received by each monthly due date to avoid late charges. A 5-day grace period applies.

- In the event any installment becomes more than 30 days past due, the plan may be cancelled, and all balances will become due immediately. Late fee charges may apply.