



Payment Plan Options for Your Tuition Balance

We understand that managing tuition payments can be challenging, so we offer flexible payment plan options to help you spread out your balance over several months.

Payment Plan Setup Fee (per plan): \$40.00

Payment Plan Options for Fall

Starting **June 1st**, you can choose from the following interest-free payment plans, with the first payment required upon setting up your plan:

- 5-Month Plan – First payment due in June
- 4-Month Plan – First payment due in July
- 3-Month Plan – First payment due in August

Payment Plan Options for Spring

Starting **December 1st**, you can choose from the following interest-free payment plans, with the first payment required upon setting up your plan:

- 4-Month Plan – First payment due in December
- 3-Month Plan – First payment due in January

Each plan divides your tuition and fees into equal monthly payments, making it easier to manage your expenses, and they're structured to ensure the balance is fully paid before registration for the next semester becomes available. The earlier you enroll, the lower your monthly payments will be.

How to Enroll

To sign up for a payment plan, log in to your student account through the Student Self-Service portal and navigate to the Make a Payment section, and then select Create a Payment Plan. Follow the prompts to select your preferred plan and make your first payment.

Important Notes

1. **Policy Explanation:** Nichols College upholds a zero-balance policy, ensuring that any student with an outstanding balance after the add/drop period will have a registration hold placed on their account. This hold does not impact a student's ability to attend classes, dine at the campus facilities, or participate in extracurricular activities; it solely restricts registration for the next semester. We carefully monitor these holds on a weekly basis and promptly remove them as soon as the outstanding balance is fully paid.
2. **User Access & Permissions:** Only students can set up payment plans using their own login credentials. Parents or guardians may be designated as proxies, enabling them to create separate login credentials to make payments on the plans. However, proxies cannot establish a payment plan under their own credentials.
3. **Payment Deadlines:** Payments are due on the same day each month.
4. **Platform Limitations:** Self-Service does not save payment information and cannot be used to set up automatic payments.



5. **Payment Plan Adjustments:** Any changes to the student account, including new charges or adjustments to financial aid, will automatically update the payment plan amount.
6. **Accepted Payment Methods:** We offer multiple convenient methods for paying tuition, fees, and other charges, ensuring flexibility and ease of access. These options include online payments via credit or debit cards, electronic checks, and bank transfers.

For those who prefer in-person transactions, payments can be made on campus at the Student Financial Services office. By providing a variety of payment options, we aim to support students in achieving their educational goals without unnecessary financial stress.

Please note, fees associated with payment processing, excluding e-checks, are the responsibility of the payee and must be covered in addition to the primary payment amount.

- Payment Plans through the Self-Service Portal
- [Flywire](#)
- Bank Wire Transfers (*please contact our office for more details*)
- [Private Student Loans](#)
- Outside Scholarships
- Checks
- E-checks*
- Visa, Mastercard, American Express, and Discover*
- Cash**

Please note that at this time, we cannot accept payments over the phone or via a digital wallet

Payments made with a credit or debit card incur a **3.15% convenience fee, while e-check payments are fee-free.*

***Form 8300 is used to report cash payments received in excess of \$10,000 within a 365-day period to the IRS. This form is required to ensure compliance with federal regulations aimed at preventing money laundering and other financial crimes. It is mandatory that the student be present to complete Form 8300. We cannot accept cash payments if the student is not present or if either party refuses to sign the form.*

7. **Plan Cancellation:** Students who wish to cancel the payment plan, can do so by emailing our Student Financial Services office to make the request. Please note the \$40.00 payment plan fee is non-refundable.
8. **Managing Your Payment Plan:** Students and designated payers are responsible for ensuring timely monthly payments on their payment plans. Students and payers are encouraged to regularly monitor their accounts and payment schedules to avoid missed payments.

If you have any questions or need assistance, please contact the Student Accounts Office at 508-213-2288.