

## Payment Plan Request

The University offers tuition and fee payment plans for each semester that allows you to divide educational costs for the semester into five equal monthly payments. **Students must request payment plans per semester.** Fall payment plans are from August to December and Spring payment plans are from January to May. All payment plan payments are due on the 15<sup>th</sup> of each month.

To submit a payment plan request, please refer to the below instructions:

1. Open the [Payment Plan Request form](#). Please note you will be required to authenticate your log in through Duo the first time you log in to Soft Docs. No VPN is required for accessing this page.
2. Once you are on this page, your student information should automatically be filled in as shown in the image below:

## Payment Plan Request

### Student Information

Name

NetID

University Email

Student ID

**Please do not edit or change anything in the Student Information section.** If any information is appearing incorrect, please contact [Student Finance](#).

3. Fill in the **Payment Plan** section:

**Payment Plan Request Information**

Requested Academic Year Requested Term

Requested Frequency of Payment

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4. Select the **Requested Academic Year** from the drop-down menu:

**Payment Plan Request Information**

Requested Academic Year Req

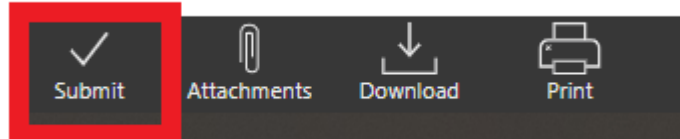
5. Select the **Requested Term** (Fall or Spring):

Requested Term

6. Select the **Requested Frequency of Payment** (Bi-Weekly or Monthly):

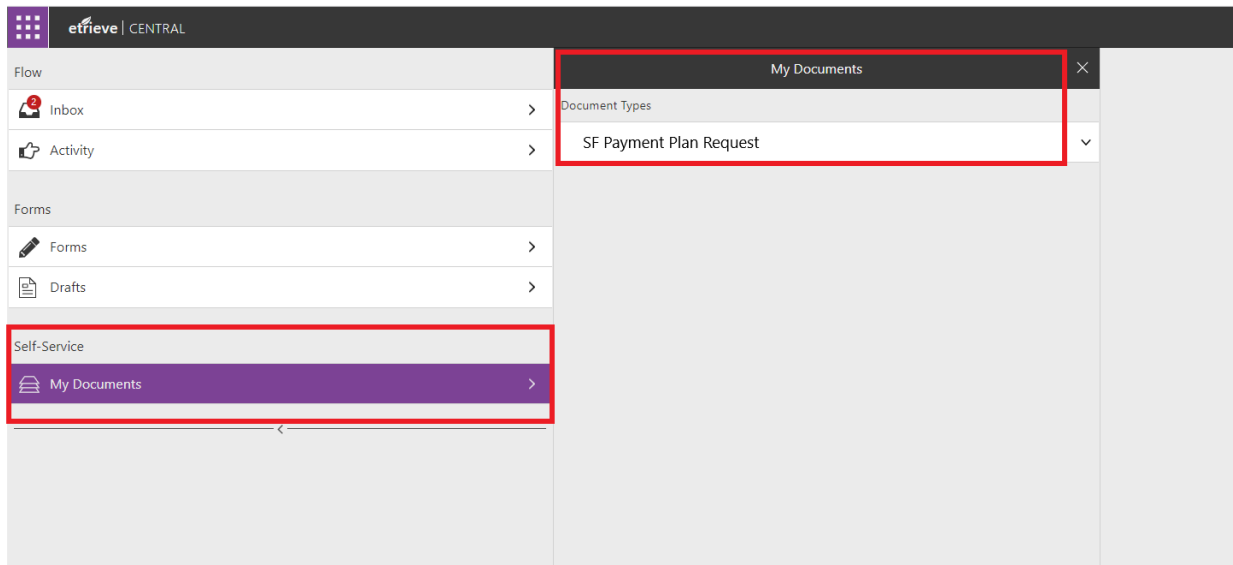
### Requested Frequency of Payment

7. Once you have completed filling in the required fields, hit **submit**.



Once you submit your request, Student Finance will process and approve this. You will receive an email notification once this is completed. You may also review any of your submitted documents on Soft Docs following the below steps:

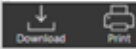
1. Log in to [Soft Docs](#).
2. Press on **My Documents** from the navigation bar on the left:



You may view your previously submitted payment plan request(s) through Soft Docs at any time. You may also view the history log on the form from the bottom of the form's page:

## Package History

Date	User	Action
6/20/2023 2:55:18 PM	Dana Sami Hammad Abu Shanab	
6/20/2023 2:55:23 PM	NUQ_Etrieve_Flow_StudentFinance	Received
6/20/2023 2:56:30 PM	Dana Sami Hammad Abu Shanab	Decision Approved
6/20/2023 2:56:54 PM		Workflow Ended



3. Once you receive a notification that the payment plan request has been created, there is no further action needed from your end.

You may also download your form as a PDF file, if you wish to do so.