

How to Calculate Payment Plan Agreement & Form Instructions

If you have online access please log onto your MyNCC account and Apply for the Payment Plan online!

Set Option to correct Semester / Year. From the Bursar Tuition Bill screen the Amount Due Today will be calculated for you and you can pay online!

- If your Pending Financial Aid does not cover your entire balance due you must make a payment in full or Enroll in the payment plan by the Tuition Due Date or you could be removed from your classes for non-payment.
- If registering after the Tuition Due Date you must make a payment in full or Enroll in a payment plan at time of registration or you could be removed from your classes for non-payment.

- 1) Complete Section A in full. Include Spartan Email Address.
- 2) Complete Section B in full.

Calculating your payment plan (DO NOT ROUND):

Balance on Student Account	\$ _____
Deduct Pending Financial Aid	(-) _____
Payment Plan Balance	= \$ _____

If you sign up by 7/15 (FALL) or 12/15 (SPRING):

Payment Plan Balance x 20% = Amount Due Today

Payment Plan Balance - Amount Due Today = Remaining Balance

The number of remaining payments = 4

Remaining Balance divide by 4 = Monthly Payment Amount

Payments Due on 1st of (FALL - Aug, Sept, Oct, Nov) (SPRING - Jan, Feb, Mar, Apr)

If you sign up between 7/16 - 8/15 (FALL) or 12/16 - 1/15 (SPRING):

Payment Plan Balance x 40% = Amount Due Today

Payment Plan Balance - Amount Due Today = Remaining Balance

The number of remaining payments = 3

Remaining Balance divide by 3 = Monthly Payment Amount

Payments Due on 1st of (FALL - Sept, Oct, Nov) (SPRING - Feb, Mar, Apr)

If you sign up between 8/16 - 9/15 (FALL) or 1/16 - 2/15 (SPRING):

Payment Plan Balance x 60% = Amount Due Today

Payment Plan Balance - Amount Due Today = Remaining Balance

The number of remaining payments = 2

Remaining Balance divide by 2 = Monthly Payment Amount

Payments Due of 1st of (FALL - Oct, Nov) (SPRING - Mar, Apr)

- 3) Optional -Complete Section C Recurring Credit Authorization – Auto Payments. If you agree to have NCC charge your card for each payment plan payment.
- 4) Complete Section D. Payment Plan Agreement must be signed by the Student. Read & Agree to Payment Plan Agreement Terms & Condition.