Your Guide to the ECSI Monthly Payment Plan

GREENSBORO COLLEGE
Student Financial Services

This guide is intended to help you understand the **ECSI Monthly Payment Plan** and help you sign up for the payment plan.

If you would like to skip to a specific section of this guide, click on the section below.

- [What is the ECSI Monthly Payment Plan?](#)
- [What will I need to sign up for the payment plan?](#)
- [Where do I go to sign up for the payment plan?](#)
- [Step-by-Step Instructions to Sign Up for the ECSI Monthly Payment Plan](#)

What is the ECSI Monthly Payment Plan?

The **ECSI Monthly Payment Plan** is a tuition payment plan for traditional undergraduates that divides a student's yearly balance into equal monthly payments. There is an initial $80 fee to set up a payment plan with ECSI, but there are no additional charges, fees, or interest unless you miss a payment.

Below are the types of monthly payment plans available for the entire academic year.

Plan Type	Application Open Date	Application Close Date	First Payment Due
11 month payment plan	May 1st	May 31st	June 1st
10 month payment plan	June 1st	June 30th	July 1st
9 month payment plan	July 1st	July 31st	August 1st

What will I need to sign up for the payment plan?

You will need the following things to sign up for the **ECSI Monthly Payment Plan**.

- A working internet connection
- Your Student's Personal Information (Name, SSN, Address, Email Address, and Phone Number)
- Personal Information of the Person Financially Responsible for the Payment Plan (in most cases, this is the student's parent)
- Payment Information (to pay the $80 setup fee) – e.g. Debit Card *(Visa, Mastercard, or Discover)* or Banking Information *(Routing Number and Bank Account Number)*

Where do I go to sign up for the payment plan?

To sign up for the **ECSI Monthly Payment Plan**, visit their website at **www.ecsi.net/tpp/j25-index.html**

Step-by-Step Instructions to Sign Up for the ECSI Monthly Payment Plan

Before you sign up for the **ECSI Monthly Payment Plan**, you should take the time to calculate your (or your student's) balance for the entire academic year. If you have received an Estimated Tuition Worksheet *(also known as a Student Invoice)* from our Student Accounts Office, you can find the balance for the academic year at the bottom of the page.

```
Name: Student Name
      Student Address                          ID: Student ID


              INVOICE FALL AND SPRING              06/17/2020

      Current Balance                              -200.00

              Term:       Fall 2021   Spring 2022
      Charges
        Tuition           9,480.00     9,480.00    18,960.00
        Room & Board (sales tax)  5,475.00  5,475.00  10,950.00
      Total Charges                              29,910.00

      Estimated financial aid
        Federal Pell Grant - ACCEPTED (IN PROCESS)    Spring 2022     1,397.00
        Federal Pell Grant - ACCEPTED (IN PROCESS)    Fall 2021       1,398.00
        Federal Supp Ed Opp Grant - READY TO DISBURSE Fall 2021         375.00
        Federal Supp Ed Opp Grant - READY TO DISBURSE Spring 2022       375.00
        Founders Scholarship - READY TO DISBURSE      Fall 2021       2,000.00
        Founders Scholarship - READY TO DISBURSE      Spring 2022     2,000.00
        Pride Grant - READY TO DISBURSE               Fall 2021       2,550.00
        Pride Grant - READY TO DISBURSE               Spring 2022     2,550.00
        Subsidized Federal Direct Loan - AWD PENDING ACCEPTANC Spring 2022  1,732.00
        Subsidized Federal Direct Loan - AWD PENDING ACCEPTANC Fall 2021    1,732.00
        Unsub Federal Direct Loan - AWD PENDING ACCEPTANCE Spring 2022        990.00
        Unsub Federal Direct Loan - AWD PENDING ACCEPTANCE Fall 2021          990.00
      Total Estimated financial aid
                          9,045.00     9,044.00    18,089.00

      Estimated Balance Or Refund                  11,621.00
```

If you have not received or cannot find your Estimated Tuition Worksheet for the year, you can access it online on your **Pride Page**. You can access this page by clicking on the **Student Billing** tab at the top of the page, then clicking on the **Estimated Tuition Worksheet** link.

The Estimated Tuition Worksheet on your Pride Page is ONLY for the fall semester. You will need to calculate your balance for the academic year. This can be done by assuming the charges and financial aid will be the same for the spring semester.

Estimated Tuition Worksheet

```
Change Current filter settings: Person: Student Name Term:    Dept: Crse: Sect: App. Year:

           INVOICE FALL ONLY - Does not include Spring

ID:    Student ID
Name   Student Name

                    Term: Fall

Current Balance                              ($200.00)

CHARGES

  Tuition                                   $9,480.00
  Room & Meal (sales tax)                   $5,475.00
Total Charges                              $14,955.00

FINANCIAL AID
  Federal Pell Grant - ACCEPTED (IN PROCESS)   $1,398.00
  Federal Supp Ed Opp Grant - READY TO DISBURSE  $375.00
  Founders Scholarship - READY TO DISBURSE     $2,000.00
  Pride Grant - READY TO DISBURSE              $2,550.00
  Subsidized Federal Direct Loan - AWD PENDING ACCEPTANCE  $1,732.00
  Unsub Federal Direct Loan - AWD PENDING ACCEPTANCE        $990.00

Total Financial Aid                          $9,045.00

'Estimated Balance Or Account Refund
(Current Balance + Charges - Financial Aid)  $5,710.00
```

```
Calculating Your Estimated Balance

Total Charges: $14,955 (Fall 2021)
              +$14,955 (Spring 2022)
               $29,910 (for the year)

Total Aid:     $ 9,045 (Fall 2021)
              +$ 9,045 (Spring 2022)
               $18,090 (for the year)

Est Balance:   $29,910 (Total Charges)
              -$18,090 (Total Aid)
              -$   200 (Current Balance)
               $11,620 (for the year)
```

Step-by-Step Instructions Continued

After you have calculated your estimated balance for the year, visit **ECSI's website** to begin the sign up process.

Locate your enrollment type (If you are an incoming student, you will select Traditional Undergraduate) and click the **Click here to get started** button. This will begin the application for the **ECSI Monthly Payment Plan**. The application is divided into 5 sections.

Step 1 - Address

2. Fill out the **Student Information** in the left column of the application.
3. Fill out the **Person Financially Responsible Information** in the right column of the application.
4. Click the green **Continue to next step** button at the bottom right.

Step-by-Step Instructions Continued

Step 2 – Payment Plan

5. Select the type of payment plan from the drop down menu.
6. Click the green **Next step** button at the bottom right to continue.

Step 3 – Tuition/Fees (Anticipated Costs)

7. Type your **estimated balance for the year**, which is also your anticipated cost for the academic year, in the text box.

   *If you have not calculated your estimated balance yet, please **click here** to find out how to calculate your estimated balance.*

8. Click the green **Next step** button at the bottom right to continue.

Step-by-Step Instructions Continued

Step 4 – Plan Totals

This section of the application will automatically calculate your monthly payment using the information you entered in the previous sections. If you have correctly entered your calculated **balance in Step 3**, this should be your balance divided into equal monthly payments.

The example below is 10 month payment plan. As you can see, the balance ($11,620) is divided by 10 to calculate the monthly payment of $1,162.

*Your first payment will be $80, which is the one-time setup fee that you will have to pay to finish setting up your **ECSI Monthly Payment Plan**.*

9. Click the green **Next step** button at the bottom right to continue to the last section of the application.

Step-by-Step Instructions Continued

Step 5 – Billing/Payment

The last section of the application lets you complete your payment option for the $80 setup fee. You are also able to set up automatic payments, if you choose.

10. **Select Your Payment Type** – eCheck or Debit Card *(Visa, Mastercard, and Discover are accepted)*
11. Enter your billing address *(You can click on **Student** or **Person Financially Responsible** above your payment type to automatically fill this information)*
12. Enter your Debit Card information **OR** your bank information *(if you have selected eCheck)*
13. Check the box at the bottom to certify that the information provided is correct
14. (Optional) Check the box if you would like to set up automatic payments
15. (Optional) Enter your bank information *(You can click on **Same As Pay Now Information** if you are paying the setup fee using an eCheck)*

Step-by-Step Instructions Continued

Step 5 – Billing/Payment Continued

16. Digitally sign the Promissory Note at the bottom of the page by typing in your full name.
17. Click the green **Submit** button at the bottom right to finish your application.

If you have any questions regarding the **ECSI Monthly Payment Plan** or how need help calculating your balance, feel free to contact us at **(336) 272-7102, ext. 5217** or **sfs@greensboro.edu**

If you have problems setting up your **ECSI Monthly Payment Plan**, please contact **Heartland ECSI** at 1 (866) 927-1438.