KSIS Payment Plan Enrollment Process

1. To sign up for the Payment Plan with KSIS, please log into KSIS. Once logged in you will need to click on the Financial Account tile.

2. Click on the View/Signup for Payment Plans link.
3. You should now see the payment plan that is available for your enrollment provided you do not have a past due balance or a hold preventing you from enrolling in the plan. Click on the link for the current term (Spring 2013 in this example).

![Payment Plans table]

4. On the next screen you will see your account balance broken down into your installment amounts with their appropriate due dates. You will need to check the box agreeing to the fee associated with the Payment Plan and then type your name in the Electronic Signature box. Then click Submit and you are enrolled.

![Total amount due is $1,980.50. Following is your payment plan activity.]

<table>
<thead>
<tr>
<th>Installment Bbl. Bill Date</th>
<th>Due Date</th>
<th>Amount Due</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 02/24/2013</td>
<td>03/18/2013</td>
<td>$271.28</td>
<td>$0.00</td>
</tr>
<tr>
<td>2 03/22/2013</td>
<td>03/18/2013</td>
<td>$271.28</td>
<td>$0.00</td>
</tr>
<tr>
<td>3 04/19/2013</td>
<td>04/19/2013</td>
<td>$271.28</td>
<td>$0.00</td>
</tr>
<tr>
<td>4 05/18/2013</td>
<td>04/19/2013</td>
<td>$271.28</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*The installment amounts are subject to change as charges and payments are posted to the student account. Future installments will be adjusted to compensate for rounding differences.

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

- It is solely your responsibility to meet the Tuition Installment Payment Plan Terms and Conditions.
- It is your responsibility to make sure each payment is received on time. We bill electronically and your bill is always accessible through the Student Self Service Center in ISIS.
- The due date for payment is the 15th of each month by 3:00 PM or the last workday prior to the 15th when the 15th falls on a non-workday.
- If the payment is not received by the due date, an additional 1.5% will be assessed to the student account.
- New charges and/or credits applied to the account will be divided by the number of remaining installments.

- [ ] I understand that an additional $40.00 fee is included in the installments and I agree to this.

Electronic Signature: [Box]

Be sure to click on this box to insert a check, and then enter your name as your electronic signature.

![Go back to the Summary Page]

![Go back to the Student Center]