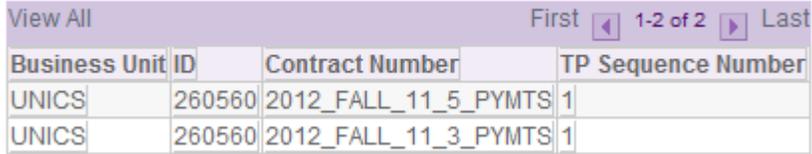


Canceling a Student Payment Plan

Purpose: A student may enroll in more than one payment plan in error. Students cannot cancel a payment plan via Student Services Center, they must request OBO cancel the incorrect payment plan and waive the additional \$20 fee.

The following instructions describe how to cancel a student payment plan.

Step	Action												
1.	<p>First verify with the student which payment plan they wish to keep. Navigate to Assign: Select Main Menu > Student Financials > Payment Plans > Payment Plan > Assign</p>  <p>Payment Plan</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>Business Unit: <input type="text" value="="/> <input type="text" value="UNICS"/> <input type="button" value="Search"/></p> <p>ID: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Search"/></p> <p>Contract Number: <input type="text" value="begins with"/> <input type="text"/> <input type="button" value="Search"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>												
2.	<p>On the <i>Find an Existing Value</i> tab, enter the student's id.</p> <p>Result: All payment plans the student is enrolled in will display.</p> <p>Search Results</p>  <table border="1"> <thead> <tr> <th>Business Unit</th> <th>ID</th> <th>Contract Number</th> <th>TP Sequence Number</th> </tr> </thead> <tbody> <tr> <td>UNICS</td> <td>260560</td> <td>2012_FALL_11_5_PYMTS</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>260560</td> <td>2012_FALL_11_3_PYMTS</td> <td>1</td> </tr> </tbody> </table>	Business Unit	ID	Contract Number	TP Sequence Number	UNICS	260560	2012_FALL_11_5_PYMTS	1	UNICS	260560	2012_FALL_11_3_PYMTS	1
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Step	Action												
3.	<p>Click the payment plan you wish to cancel.</p> <p>Payment Plan</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Maximum number of rows to return (up to 300): 300</p> <p>Business Unit: = UNICS</p> <p>ID: begins with 260560</p> <p>Contract Number: begins with</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> <th>ID</th> <th>Contract Number</th> <th>TP Sequence Number</th> </tr> </thead> <tbody> <tr> <td>UNICS</td> <td>260560</td> <td>2012_FALL_11_5_PYMTS</td> <td>1</td> </tr> <tr> <td>UNICS</td> <td>260560</td> <td>2012_FALL_11_3_PYMTS</td> <td>1</td> </tr> </tbody> </table> <p>Result: The <i>Payment Plan 1</i> tab displays.</p>	Business Unit	ID	Contract Number	TP Sequence Number	UNICS	260560	2012_FALL_11_5_PYMTS	1	UNICS	260560	2012_FALL_11_3_PYMTS	1
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4.	Click the <i>Payment Plan 2</i> tab.												
5.	<p>Select the Waive Fee checkbox.</p> <p><input checked="" type="checkbox"/> Waive Fee</p> <p>Note: You must do this first – before updating the status, otherwise the checkbox will be unavailable.</p>												
6.	<p>Update the Status to <i>Cancelled</i>.</p> <p>Status: Cancelled</p>												
7.	<p>Click the Post button.</p> <p>Post</p>												
8.	Click the Save button.												