

Enroll in Payment Plan

Quick Reference Guide

Enroll in Payment Plan

1. Access *My Universe* via UNI home page:
www.uni.edu



2. Enter your CAT ID *Username* and *Password*. First time users, follow instructions on the page.

3. Click the **Go to my Student Center** link on the *My Page* tab.
4. In the **Finances section**, under My Account, click the **Account Inquiry** link.
5. Select the **Account Services** tab.



6. Follow the 4 step process to set up your five month payment plan:

Step 1 – Select Payment Plan (5 MONTH)

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1. Select Payment Plan

You are eligible to enroll in one of the following payment plans. You will need to follow the 4-step process to enroll.
DO NOT ENROLL IN MORE THAN ONE PAYMENT PLAN PER SEMESTER.
YOU MUST CONTACT STUDENT ACCOUNTS TO CHANGE OR CANCEL YOUR PLAN at student.accounts@uni.edu or call (319)273-2164 8am-5pm M-F, 7:30-4:30 summer.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Spring 2013 5 Installment Plan 5 MONTH Eligible charges (tuition, mandatory fees, and contracted housing) are divided into five payments. All other charges are due the month they are billed. A \$20 deferred billing fee will be assessed to your first u-bill. CHARGES NOT PAID BY THE DUE DATE are subject to a .77% late charge or have other restrictions applied. Current account information is always available online in Student Center. A complete copy of the University Terms and Conditions is available at www.uni.edu/obo/student_accounts/billing_pro.s.html . It is the responsibility of all students to read and understand them. If you have any questions about the payment plan, your u-bill, or the Terms and Conditions, contact Student Accounts at student.accounts@uni.edu or call (319)273-2164. Staff is available during regular office hours of 8am to 5pm Monday through Friday, 7:30-4:30 summer.	16,641.00	5	01/20/2013

Currency used is US Dollar.

CANCEL NEXT

Enroll in Payment Plan (Continued)

Step 2 – Review Installments

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2. Review Installments

You have selected Spring 2013 5 Installment Plan.

5 MONTH:
Eligible charges (tuition, mandatory fees, and contracted housing) are divided into five payments. All other charges are due the month they are billed. A \$20 deferred billing fee will be assessed to your first u-bill. CHARGES NOT PAID BY THE DUE DATE are subject to a .77% late charge or have other restrictions applied. Current account information is always available online in Student Center. A complete copy of the University Terms and Conditions is available at www.uni.edu/obo/student_accounts/billing_pro.s.html. It is the responsibility of all students to read and understand them. If you have any questions about the payment plan, your u-bill, or the Terms and Conditions, contact Student Accounts at student.accounts@uni.edu or call (319)273-2164. Staff is available during regular office hours of 8am to 5pm Monday through Friday, 7:30-4:30 summer.

Eligible Charges:	0.00
Plan Amount:	16,641.00
Number of Installments:	5

Due Date	Installment	Administrative Fee	Total Installment
01/20/2013	0.00	20.00	20.00
02/20/2013	0.00	0.00	0.00
03/20/2013	0.00	0.00	0.00
04/20/2013	0.00	0.00	0.00
05/20/2013	0.00	0.00	0.00
Total	0.00	20.00	20.00

Currency used is US Dollar.

Important: You have no charges that are currently eligible for this payment plan. However, if you sign up for this plan, it will pay off your future eligible charges as you incur them.

CANCEL PREVIOUS NEXT

Step 3 – Agreement

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Fall 2012 5 month pmt plan

You are about to enroll in Fall 2012 5 month pmt plan.

5 MONTH
Eligible charges (tuition, mandatory fees, and contracted housing) are divided into five payments. All other charges are due the month they are billed. A \$20 deferred billing fee will be assessed to your first u-bill. CHARGES OVER 30 DAYS LATE will be charged a 77% late charge or have other restrictions applied. Current account information is always available online in Student Center. A complete copy of the University Terms and Conditions is available at www.uni.edu/obo/student_accounts/billing_pro.s.html. It is the responsibility of all students to read and understand them. If you have any questions about the payment plan, your u-bill, or the Terms and Conditions, contact Student Accounts at student.accounts@uni.edu or call (319)273-2164. Staff is available during regular office hours of 8am to 5pm Monday through Friday, 7:30-4:30 summer.

Plan Amount:	1,384.50
Administrative Fee:	20.00
Total Plan Amount:	1,404.50

Number of Installments: 5

Due Date	Installment	Administrative Fee	Total Installment
08/20/2012	276.90	20.00	296.90
09/20/2012	276.90	0.00	276.90
10/20/2012	276.90	0.00	276.90
11/20/2012	276.90	0.00	276.90
12/20/2012	276.90	0.00	276.90
Total	1,384.50	20.00	1,404.50

I agree to the installment schedule listed above. I understand that if my payments are late I will incur a late fee and/or other restrictions. I understand I MUST CONTACT STUDENT ACCOUNTS TO CHANGE OR CANCEL MY PLAN.

The agreement is dated: 07/11/2011 Yes, I have read the agreement

CANCEL PREVIOUS ENROLL

Step 4 – Result

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4. Result

Congratulations!
You have successfully enrolled in Fall 2012 5 month pmt plan. TO CANCEL OR CHANGE YOUR PLAN YOU MUST CONTACT STUDENT ACCOUNTS at student.accounts@uni.edu or call (319)273-2164 8am-5pm M-F, 7:30-4:30 Summer.

Due Date	Installment	Administrative Fee	Total Installment
08/20/2012	276.90	20.00	296.90
09/20/2012	276.90	0.00	276.90
10/20/2012	276.90	0.00	276.90
11/20/2012	276.90	0.00	276.90
12/20/2012	276.90	0.00	276.90
Total	1,384.50	20.00	1,404.50

[VIEW MY ACCOUNT](#)

Note: Your payment plan can now be viewed from the Account Inquiry link, on the **Charges Due** tab