



## Tuition & Fee Installment Payment Plans

- \$25 non-refundable Enrollment Fee per plan applies and is due at the time of enrollment.
- Automatic payment *required*: You can have the funds withdrawn from a checking/savings account or from a credit card (a convenience fee applies for all credit card transactions).
- This is an interest free plan.
- Electronic Notifications are generated on the 15<sup>th</sup> of the month and sent via email; no paper-notifications are generated.
- The Due date of each installment is the 5<sup>th</sup> of the month; this payment is automatically processed.
- The Installment Budget Amount is initially user-defined. Please click on the 'calculator' link for assistance in determining what your budget amount should be. After the Tuition & Fees are assessed to the student account for that semester, the plan will adjust *automatically*. PLEASE CHECK TRAILHEAD to ensure you are aware of the current installment amount due.
- If a payment is made to the student account outside of automatic withdrawals, and the payment is not manually attached to the payment plan, the original installment amount will be withdrawn from the account as the payment plan will not recognize the additional payment as intended to be applied towards the installment plan. Please contact the Bursar Office at [sturecv@mines.edu](mailto:sturecv@mines.edu) if you have questions.
- Your parent may enroll into a payment plan, but you must first set them up as an authorized user via the My Account Page. Directions on how to set up parent access are below.

### Summer I 2017 Plan

Start Offering Date – 04/13/2017

Final Offering Date – 05/22/2017

<u>eNotification Date</u>	<u>Last Enroll Date</u>	<u>Due Dates</u>
	04/22/2017	05/05/2017
05/15/2017	05/22/2017	06/05/2017

### Summer II 2017 Plan

Start Offering Date – 04/13/2017

Final Offering Date – 07/22/2017

<u>eNotification Date</u>	<u>Last Enroll Date</u>	<u>Due Dates</u>
6/15/2017	06/22/2017	07/05/2017
7/15/2017	07/22/2017	08/05/2017

### Fall 2017 Plan

Start Offering Date – 04/13/2017

Final Offering Date – 09/22/2017

<u>eNotification Date</u>	<u>Last Enroll Date</u>	<u>Due Dates</u>
	04/22/2017	05/05/2017

05/15/2017	05/22/2017	06/05/2017
06/15/2017	06/22/2017	07/05/2017
07/15/2017	07/22/2017	08/05/2017
08/15/2017	08/22/2017	09/05/2017
09/15/2017	09/22/2017	10/05/2017

### Spring 2018 Plan

Start Offering Date – 10/13/2017

Final Offering Date – 02/22/2018

<u>eNotification Date</u>	<u>Last Enroll Date</u>	<u>Due Dates</u>
10/15/2017	10/22/2017	11/05/2017
11/15/2017	11/22/2017	12/05/2017
12/15/2017	12/22/2017	01/05/2018
01/15/2018	01/22/2018	02/05/2018
02/15/2018	02/22/2018	03/05/2018

#### **To Set up Parent or Third Party Access to view your account balance:**

-Log into Trailhead

-Select: Self-Service

-Select: Student

-Select: Student Records

-Select: My Account Page

-Select: "Add New" next to Parent PINS

-You will need to create a Login Name

\*This will be their user ID when accessing your Account Page via CASHNet (our third party vendor who securely processes payments for CSM)

-Input an email address

\*Without an email address, you will be unable to complete access set-up

-You can include verbiage with the welcome email that is automatically generated to them after you confirm set-up

-click OK.

-This will send an email automatically to the individual; you can edit this user's access anytime by selecting 'Edit' next to Parent PINS

Parents/Third Parties do not have access to trailhead. Therefore, a link to access your account page will be included for them in the email. Please recommend that they save this under their favorites. The link is also located on the CSM Accounts-Receivable\_Cashiering webpage.

ONLY individuals the Student sets up through Trailhead will be able to view your information; CSM **cannot** grant anyone access to your account, **the student must initiate this process.**