



Enrolling in a Payment Plan



1. Go to nvcc.edu
2. Log on to myNOVA and click on SIS (Student Information System)
3. Click on Student Center
4. Under Finances, click on the "Select College" hyperlink. Make sure it reflects Northern Virginia Community College as the institution, a career is selected (credit or non-credit), and the term reflects 2023 Fall. Click "Save".
5. Return to the student center under the Finances section and click Make a Payment.

If you are paying for the first time continue to step 6 otherwise go to step 9.

6. You will be prompted to create an account and must provide your name, address, phone number, and any email addresses besides the VCCS email. You will then be prompted to create a 4-digit PIN.
7. Once your account is created with Nelnet, you will be brought to the Home page.
8. Click on Set up a Payment Plan
9. Select a term, click Begin
10. Check the contact information to make sure it is correct. If changes need to be made, click on the "Edit Details" to update the contact information
11. Click Next after the contact information is confirmed
12. On the Amount Due page, your SIS account balance net of any anticipated aid is the default amount reflected in the Tuition and Fees amount. You can input any amount you want to pay through a payment plan.
13. Click Next
14. The Payment Plan Options page will reflect. Select the payment plan option that best fits you. For each option available, the following information will be reflected; the down payment amount, the # of scheduled payments, the beginning month, 1st payment amount, available payment days, the last day to enroll, and the payment plan enrollment fee.
15. Once a payment plan option is selected, a window will open up notifying you of the nonrefundable payment plan enrollment fee. Click OK to accept and proceed or Cancel.
16. The Payment Details page opens next. This is the page where you will enter their bank account (bank name, account type, routing #, and account #) or credit card information. If paying by credit card a convenience fee of 2.8% will be added to the transaction amount. If using a bank account, no fee will be assessed.
17. Once payment information is confirmed, click next.
18. The Payment Schedule page will reflect the future payment schedule with the payment dates and amounts. If any of the payment dates fall on a bank holiday or weekend, the payments will be processed on the next business day.
19. Click Next
20. Review all of the information and make any last-minute changes. If everything looks correct, read and accept the terms and conditions of the payment plan. Once you have done so, you will need to check the box confirming that you read and accepted the terms and conditions.
21. Click Authorize
22. A final pop-up will appear. This is asking if you intend to use one financial account for the down payment and a **different** one for plan payments. If you are, you need to click the Change hyperlink within the pop-up and make the necessary changes. If you are not using different financial accounts, click Got It!
23. Congratulations, you are now successfully enrolled into a payment plan.