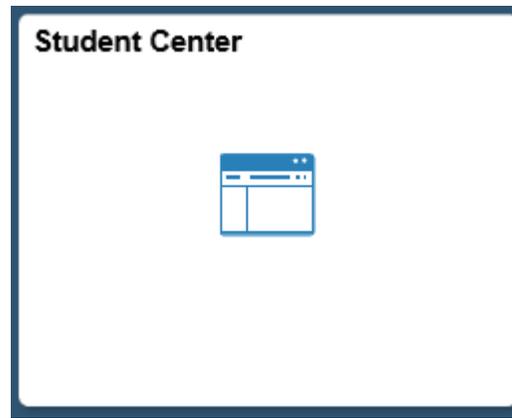
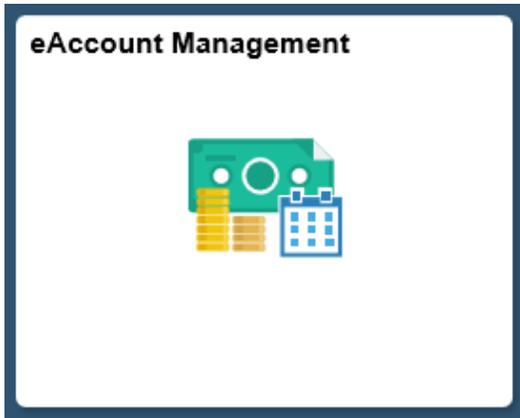


## HOW TO SIGN UP FOR A PAYMENT PLAN

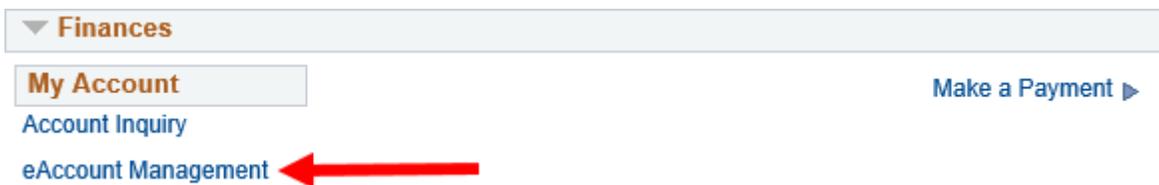
1. Sign In to **MyNorthwoodTech** at [www.northwoodtech.edu/mynorthwood](http://www.northwoodtech.edu/mynorthwood) using your **Student ID** and **Password**



2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.



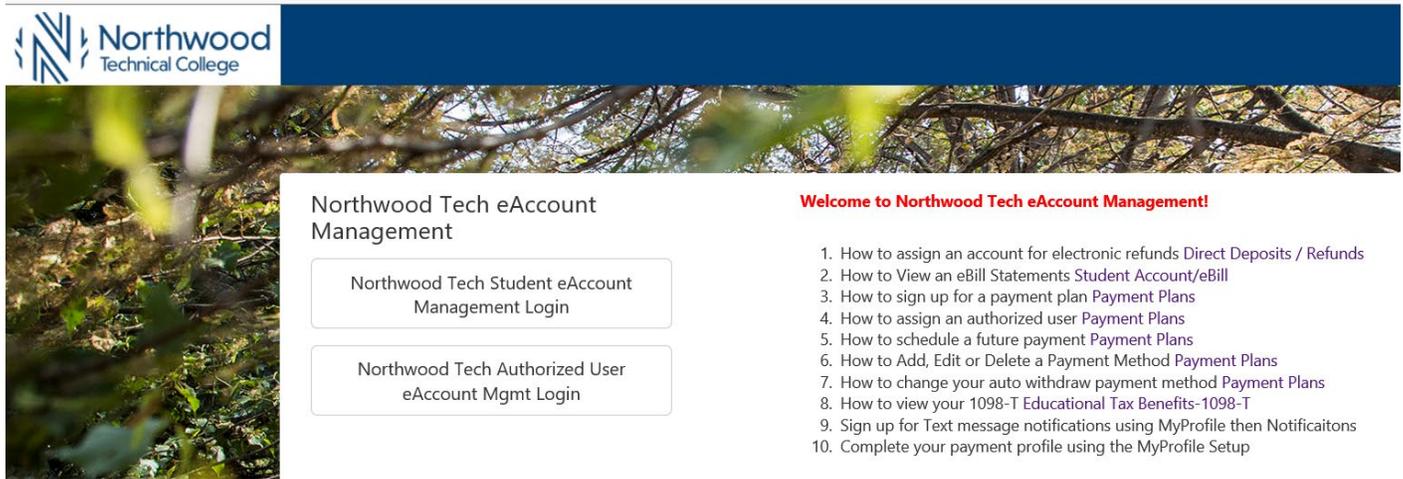
3. Student Center **Finances** section, **eAccount Management** link:



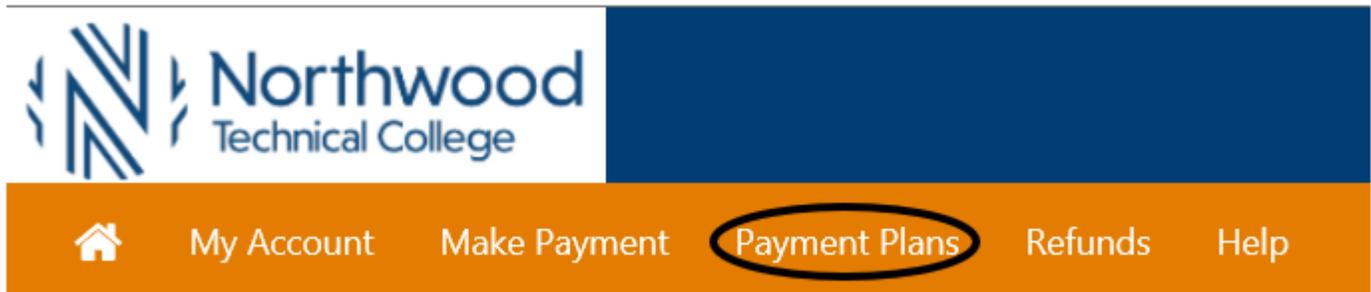
**You will be redirected to Northwoodtech.edu eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)**

## HOW TO SIGN UP FOR A PAYMENT PLAN

4. Log into **Northwood Tech eAccount Management** (use your same **Student ID** and **Password** as **MyNorthwoodTech**)



5. Once logged in you will see options along the top of your screen to enroll in a payment plan and manage all of your NorthwoodTech eAccount information. Click on **Payment Plans** on the toolbar.

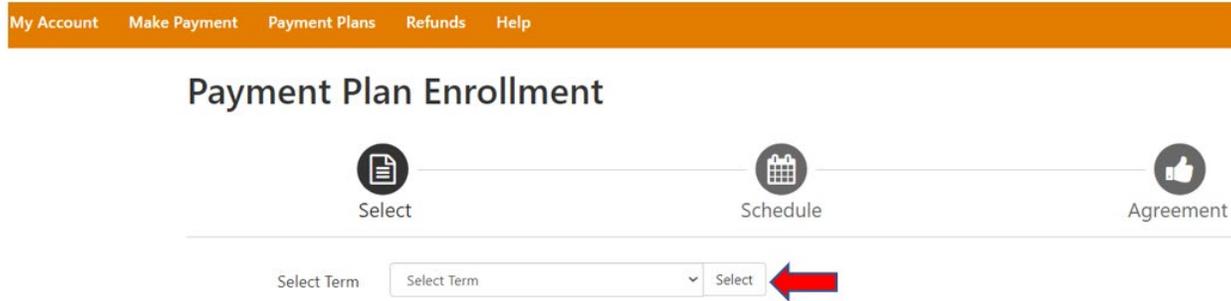


6. Click on the **Enroll Now** button



## HOW TO SIGN UP FOR A PAYMENT PLAN

- Click on the drop-down for **Select a term to view available plans** to get a list of available payment plans. Select the appropriate term and click on **Select**. If the term you are looking for is not there, either the payment plan enrollment period is not open yet or closed.



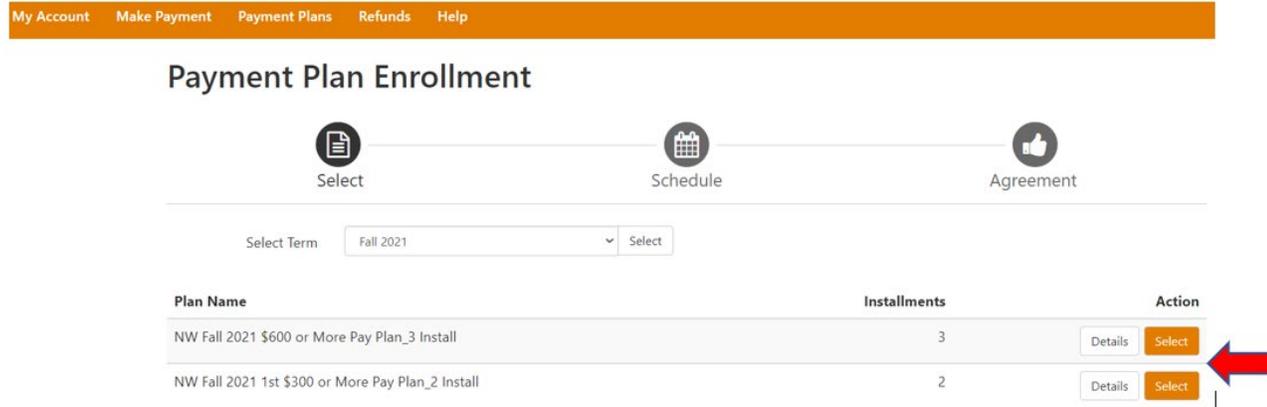
My Account Make Payment Payment Plans Refunds Help

### Payment Plan Enrollment

Select Schedule Agreement

Select Term  Select 

- Depending on your tuition amount, you may have 2 options for Payment Plans. Click Select by the Payment Plan you wish to use (either the 3 install for over \$600 or 2 install for over \$300).



My Account Make Payment Payment Plans Refunds Help

### Payment Plan Enrollment

Select Schedule Agreement

Select Term  Select

Plan Name	Installments	Action
NW Fall 2021 \$600 or More Pay Plan_3 Install	3	Details <input type="button" value="Select"/>
NW Fall 2021 1st \$300 or More Pay Plan_2 Install	2	Details <input type="button" value="Select"/> 

- Review the information and then choose if you want to set up Automatic Payments. To have payments automatically withdrawn, select **“Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date”** radio button. Click the **Continue** button.
- If you do not want to set up automatic payments and would like to make your payment manually by the due dates listed, click on the **No** button and then **Continue**.

# HOW TO SIGN UP FOR A PAYMENT PLAN

## Payment Plan Enrollment



Select



Schedule



Agreement

### NW Fall 2021 \$600 or More Pay Plan\_3 Install

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

#### Plan Description

Fall 2021 term 1216 Northwood Tech 3 installment Payment Plan: Students may self enroll into this payment plan and pay off their fees in 3 installments if their outstanding term fees, less anticipated financial aid are \$600.00 or more. This payment plan option is considered an educational loan with Northwood Tech. While enrolling in a payment plan a student may elect to schedule their installment payments for auto withdrawal from their checking or savings account, or to have their credit card auto debited. The first installment is due September 9, 2021 the second installment is due October 7, 2021 and the third installment is due November 4, 2021. Exact dates are listed in pay plan agreement. If an enrollment in the payment plan is completed after the due date of an installment, the missed installment is due at the time of enrollment into the plan. An installment is considered late one day after the installment due date, at which time Northwood Tech may pursue collection efforts. If a student drops from a class or classes, their auto withdrawal of scheduled payments is still in effect for any remaining fees due Northwood Tech. Read the enrollment agreement carefully for additional pay plan conditions.

Show Less

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition & Fees	1,000.00	
		<b>Balance: 1,000.00</b>

#### Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$100.00**

Description	Due Date	Amount paid: (\$)	Amount Due: (\$)
Installment 1	9/9/21	0.00	333.33
Installment 2	10/7/21	0.00	333.34
Installment 3	11/4/21	0.00	333.33

**Total Amount Paid: 0.00**

**Total of installments: 1,000.00**

#### Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition & Fees	1,000.00	
		<b>Balance: 1,000.00</b>

#### Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$100.00**

Description	Due Date	Amount paid: (\$)	Amount Due: (\$)
Installment 1	9/9/21	0.00	333.33
Installment 2	10/7/21	0.00	333.34
Installment 3	11/4/21	0.00	333.33

**Total Amount Paid: 0.00**

**Total of installments: 1,000.00**

#### Set up Automatic Payments

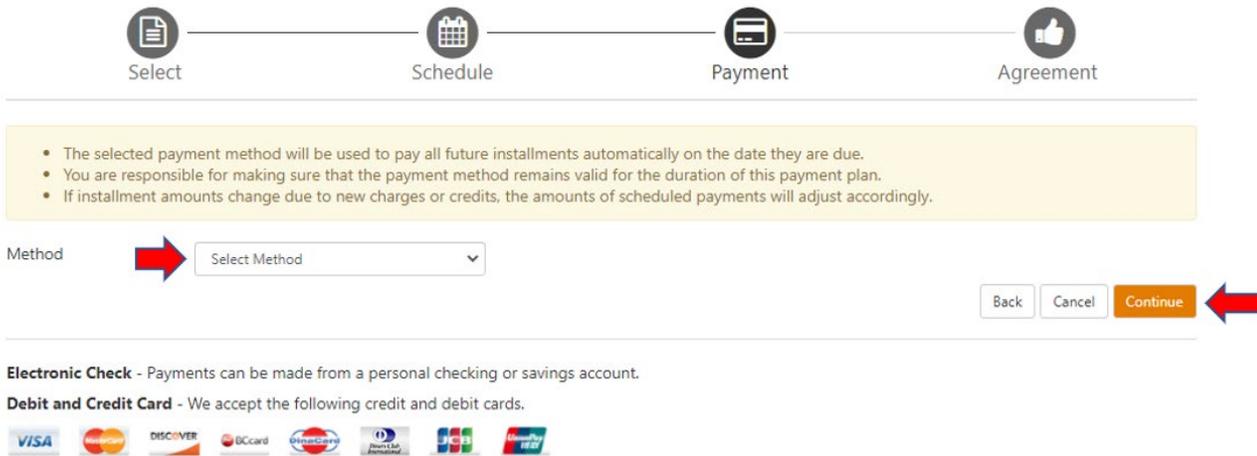
Would you like to set up payments to be made automatically on the dates shown above?

- Yes. I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- No. I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel **Continue**

11. Select your method of payment using the drop down and then click **Continue**.

## Payment Plan Enrollment



Progress bar: Select — Schedule — Payment — Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method  Select Method

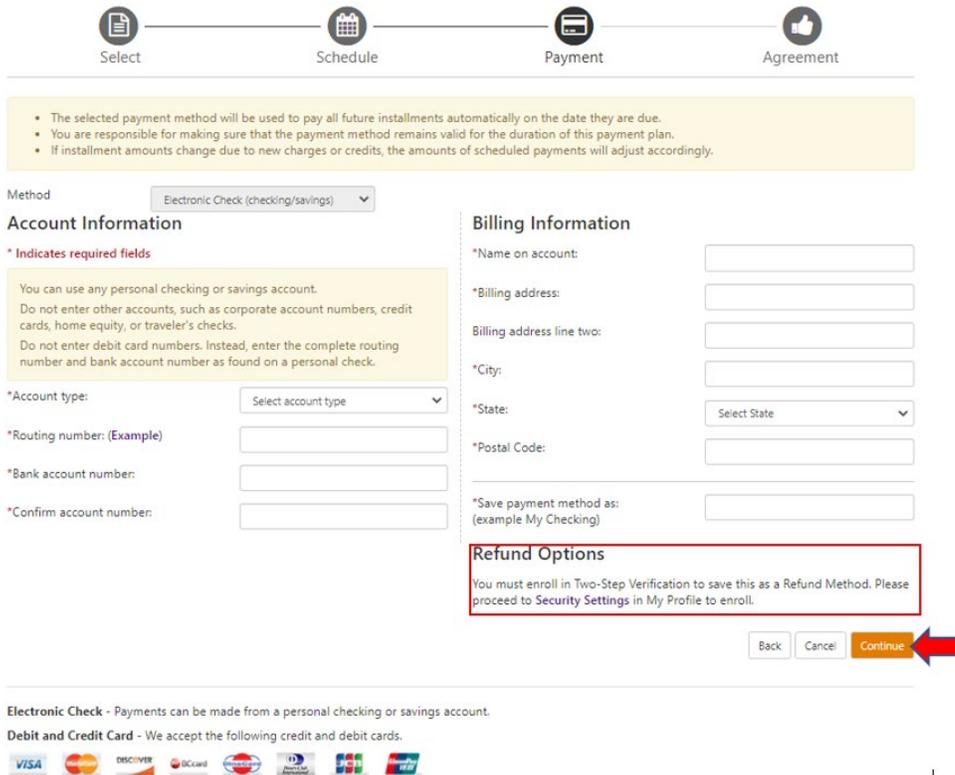
Back Cancel **Continue** 

**Electronic Check** - Payments can be made from a personal checking or savings account.  
**Debit and Credit Card** - We accept the following credit and debit cards.



12. Then complete the required fields with your banking information. (image is for Electronic Checking withdrawal)

## Payment Plan Enrollment



Progress bar: Select — Schedule — Payment — Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

**Account Information**

\* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type:

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State:

\*Postal Code:

\*Save payment method as: (example My Checking)

**Refund Options**

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

Back Cancel **Continue** 

**Electronic Check** - Payments can be made from a personal checking or savings account.  
**Debit and Credit Card** - We accept the following credit and debit cards.



## HOW TO SIGN UP FOR A PAYMENT PLAN

13. Read the Plan Enrollment document and if you agree to the terms and conditions, click the **I agree** check box and click the **Continue** button.

### Payment Plan Agreement

You must scroll through the full agreement and select "I agree" to continue.

<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$1,000.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$1,000.00

Please note that we are working on updating the verbiage from WITC to our new college name of Northwood Technical College

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

I, **TestA ITC**, hereby verify that I am age 18 or older when entering into this agreement. I agree to pay the balance deferred as stated in this agreement in 3 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I understand that I am liable to Wisconsin Indianhead Technical College, hereby referred to as WITC, for the full payment of fees even if I withdraw from a course(s) or completely withdraw from WITC. If I withdraw from a course(s) or completely withdraw from WITC during the refund period, (in accordance with the State of Wisconsin Technical College System Refund Policy), any refund issued will be credited to this Contract for Payment with WITC. I agree to pay the WITC business office on or before the installment due date indicated below. If the installment payments are not made by the dates indicated, WITC will forward its bill for fees to a collection agency and/or the Wisconsin Taxpayer Revenue Intercept Program (TRIP). In that event, I agree to pay any additional collection or legal charges which will be added to the outstanding fees due and owing to WITC. I promise to pay WITC the full amount owed even if I do not receive financial aid. I understand that if the full amount of this contract is not paid by the installment dates indicated below, I will be restricted from receiving, but not limited to, the following services: registration for additional courses, requests for official transcripts, and receiving a graduation diploma. If I receive financial aid through the WITC Financial Aid office I give WITC permission to credit my account for the amount due and owing to WITC. For the purpose of negotiating any type of student financial aid I may be eligible to receive, I have granted to WITC the power of attorney to sign or endorse any instrument issued to me and necessary to credit my account. I understand the nature of my obligation and the consequences of my failure to pay these fees as set forth herein.

Installment 1 in the amount of **\$333.33 due on 9/9/21**

Installment 2 in the amount of **\$333.34 due on 10/7/21**

Installment 3 in the amount of **\$333.33 due on 11/4/21**

I am at least 18 years of age and understand that checking the I agree box and continuing represents my electronic signature and I agree to the terms and conditions of this contract to include any recurring debit or credit entries to my depository or credit/debit card account as listed above. I understand that an attempt against my credit/debit card account to obtain funds will occur on a nightly basis after the installment due date until the installment amount has been satisfied. This agreement is dated 08/10/2021 11:13:40 AM CDT.

For fraud detection purposes, your internet address has been logged:

205.213.72.2 at 08/10/2021 11:13:40 AM CDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue

## HOW TO SIGN UP FOR A PAYMENT PLAN

14. Please wait while the system is processing



15. If your payment method is Electronic Check (checking/Savings), a Payment Agreement will display. If you agree to the terms and conditions, check the **I Agree** box and click on **Continue**.

### Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	Payment Agreement
---------------------	-----------------------	------------------------	-------------------

I hereby authorize Wisconsin Indianhead Technical College to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: Test Student

Address: [REDACTED]

Depository: [REDACTED]

Routing Number: [REDACTED]

Account Number: [REDACTED]

This agreement is dated Friday, June 2, 2017.

For fraud detection purposes, your internet address has been logged: [REDACTED] at 6/2/17 10:18:41 AM CDT

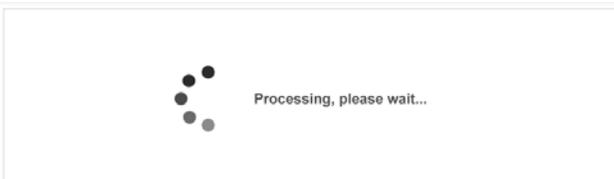
Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: [HelpDesk@witc.edu](mailto:HelpDesk@witc.edu)

I agree to the above terms and conditions. 



16. Please wait while the system is processing



17. When you are successfully enrolled onto the payment plan, you will get this message (or a similar one for credit cards):

## HOW TO SIGN UP FOR A PAYMENT PLAN

### Payment Plans

Your new ACH payment method has been saved.  
Your enrollment in Fall 2017 3 Install \$600 or more prior to 10/10/17 was processed successfully.

### Available Payment Plans

You are currently enrolled in a payment plan for the current term.

18. The Payment Plan tab will show past, current, and future plan enrollments.