Student Financial Services

How to Enroll in a Payment Plan
Please Note: If you have a prior balance, you must speak to a Bursar Student Payment Advisor via a BCAT appointment prior to enrolling.

1 **Log On to CUNYfirst**

Ensure your pop-up blocker is disabled.
Navigate to cunyfirst.cuny.edu.
Click Student Center and locate the Finances heading.
Ensure that the Institution is set to Brooklyn College.

2 **Find Your Tuition and Fees Balance**

Please note that payment plans are term-specific. To find the balance for the term for which you would like to enroll in a payment plan, click Account Inquiry under the Finances heading.
On the Account Summary Screen view your total balance for the term in question under What I Owe. Make a note of this number, you will need it in Step 5.

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Pending Payments</th>
<th>Pending Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Fall Term</td>
<td>8,314.85</td>
<td>3,097.50</td>
<td></td>
<td>5,217.35</td>
</tr>
<tr>
<td>Total</td>
<td>8,314.85</td>
<td>3,097.50</td>
<td></td>
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</tr>
</tbody>
</table>

3 **Click Enroll/Manage Payment Plan**

4 **Select Your Payment Plan**

In the left-hand side navigation menu, click Payment Plan. On the Payment Plan page, locate the Available Payment Plans heading.
Select term and payment options and click the **Sign Up for New Payment Plan** button:

*Term - eCheck ($40.00 Non Refundable Enrollment Fee)*
*Term - Credit/Debit ($95.00 Non Refundable Enrollment Fee)*

5 **Enter Tuition Amount**

In the **Tuition and Fees** text box enter the total tuition and fees amount for the term noted in **Step 2**. Click **Continue**.

6 **Enter Payment Information**

Review the installment options, schedule preferences and payment method. The payment method will have been determined by the payment plan selected in **Step 4**.

**For eCheck:** Enter your personal checking account information such as the routing number and your account number.

**For Credit/Debit Card:** Enter the name of the card holder, the credit card number, the expiration date, and the CVV code located on the back of the card.

When you have finished reviewing all the information, click **Continue** and provide your Credit Card/bank information, billing address, and contact information. Click **Continue**.

7 **Complete Enrollment**

Click **Enroll**. A confirmation email will then be sent to the email provided.
STUDENT FINANCIAL SERVICES

220 West Quad Center
718.951.5200
brooklyn.cuny.edu/bursar
Brooklyn College Connects

For additional help, please call us at 888.470.6014.
Customer Service Representatives are available
Monday–Friday 8 a.m. to 10 p.m. EST and Saturday 9 a.m. to 3 p.m. EST