



AUTOMATIC PAYMENT PLAN

An easier way to pay for college.

- *Affordable*
- *Convenient*
- *Interest-Free*

Advantages

- Easy online enrollment
- Number of monthly payments based on set-up date
- No interest

Payment Methods

- Automatic bank payment (ACH)
- Automatic credit card/debit card

Payments are processed on the 20th of each month and balances must be paid in full by March 20, 2010.

Cost to Participate

- \$25 enrollment fee per semester (ACH & credit card)
- \$25 returned payment fee for each payment returned

Simple Steps to Enroll in the Payment Plan

- **DISABLE YOUR POP-UP BLOCKERS**
- Go to **WWW.JEFFERSON.KCTCS.EDU**
- Choose **STUDENTS**
- Under **COST & FINANCES**, click on **ONLINE TUITION PAYMENTS**
- Log in to PeopleSoft, choose Self Service
- **Do not** choose MAKE A PAYMENT for the monthly payment plan
- Choose **CAMPUS FINANCES**, then **ACCOUNT INQUIRY**
- Click on **SET UP A PAYMENT PLAN** next to the appropriate semester
- Once completed, print out the confirmation for your records



**Jefferson Community
& Technical College**
109 East Broadway
Louisville, KY 40202
502.213.2553 or
502.213.7294
www.jefferson.kctcs.edu

Target Dates To Enroll By

Spring 2010 *Payment plan available online October 12, 2009.*

Last day to enroll online	Required down payment	Number of payments	Months of payments
Nov 19	none	4	Dec–Mar
Dec 10	25%	3	Jan–Mar
Jan 15	50%	2	Feb & Mar

NOTE: All down payments are processed immediately, but they are not posted to the student account for approximately 10 days.

e-Cashier Availability

Availability of e-Cashier is determined by Jefferson Community and Technical College. Please be aware the college may elect not to have e-Cashier available during specific times and dates during registration.

Please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. Once financial aid has been applied to your student account at JCTC, or you add or drop a class, it is your responsibility to contact the Bursar's Office to have them adjust your NBS agreement. The Responsible Party to the NBS agreement will need to be available to sign a Change of Status Form. You should review your agreement balance online through My FACTS Account or call the Bursar's Office on your campus to confirm the change.



BUSINESS SOLUTIONS

formerly FACTS Management Co.

**For additional help,
please call us at
800.609.8056.**

Customer service representatives are available
Monday through Thursday, 7:30 am to 7:00 pm (CST),
and Friday, 7:30 am to 5:00 pm.