

# Payment Plans

Office of the  
University Bursar



NOVA SOUTHEASTERN UNIVERSITY  
Enrollment and Student Services



Payment for tuition, fees, and other institutional charges is due in full at the time of registration. However, sometimes, students may need a little extra time to meet their financial obligations. The Nova Southeastern University (NSU) Payment Plan is a voluntary payment option designed to help students in meeting their education expenses for the semester/term. NSU students (excluding international students) who wish to defer payment for the semester/term, may request to enroll in an NSU Payment Plan. Students who request, but are ineligible for enrollment in, the NSU Payment Plan will receive a notification sent to their NSU email. Various tuition assistance plans are also available for qualifying students.

## NSU PAYMENT PLAN

- A student may request enrollment in one of the following payment plans: a 4-month fall only, a 4-month winter only, a 4-month fall/winter combination (8 months), a 3-month spring only, or a 3-month summer only payment plan. Each payment plan request must be submitted online at [nova.edu/myplan](http://nova.edu/myplan) prior to the deadlines published below. Each request must be accompanied by a nonrefundable enrollment fee of \$75. Requests from students who do not meet the payment plan enrollment requirements outlined below will be denied. It is extremely important that students carefully review all payment plan information before submitting a request.
- If a parent, guardian, or other person will be making payments on the student's behalf, NSU requires that this fiscally responsible person sign the Payment Plan Contract in addition to the student signing the contract. The student is also required to submit a completed Authorization for Release of Information (ROI) form for the fiscally responsible person. The form is available on the registrar's website at [nova.edu/registrar/forms/release\\_of\\_information.pdf](http://nova.edu/registrar/forms/release_of_information.pdf).
- The amount to be deferred under the contract is calculated based on gross federal loan amounts, if applicable. The student is responsible for paying any applicable loan fees. Information on loan fees is available on the financial aid website at [nova.edu/financialaid](http://nova.edu/financialaid).
- Students may defer payment for balances remaining on their account after all discounts, financial aid awards/resources, and other credits have been applied. The amount a student may defer under the NSU Payment Plan is based on the information available on the student's account at the time the Office of the University Bursar creates the Payment Plan Contract.

The amount deferred is calculated as follows:

Estimated Costs - Funding Sources = Amount to be Deferred

Estimated costs include, but are not limited to, tuition, fees, insurance, housing, and meals. Funding sources may include grants, scholarships, and loans, as well as other sources such as the Florida Prepaid College Plan.

- Students eligible for an NSU Payment Plan will have a Payment Plan Contract sent to their NSU email within three to five business days (unless the university is closed) after submitting the online request. The student must sign the

contract and return it, along with the first payment of the plan, within five business days. The contract becomes valid and binding when 1) the Office of the University Bursar receives the Payment Plan Contract signed by the student (and the fiscally responsible person, if applicable), 2) all postdated payments in accordance with the payment plan schedule (checks or credit card authorizations) have been received, 3) the first payment has cleared, and 4) the student has a completed ROI form on file with Enrollment and Student Services (ESS) for the fiscally responsible person, if applicable.

- Registration activity or changes in a student's financial aid award are likely to change a student's outstanding balance with the university. It is the student's responsibility to notify the Office of the University Bursar of any changes on the student's account affecting the final balance owed. Withdrawal from classes does not void the contract, unless the outstanding balance has been paid in full.
- In the event of a change in either costs or funding sources after the NSU Payment Plan Contract has been signed, adjustments will be made to the final payment due. If the student's outstanding balance decreases, the Office of the University Bursar will issue a refund after the outstanding payment plan and student account balances have been satisfied. If the outstanding balance increases, it is the student's responsibility to pay the difference at the time the final scheduled payment is due.
- Declined payments will result in a \$25 fee and a hold on the student's account. Holds restrict all student services, including, but not limited to, ordering transcripts and registering for future classes. The student will be notified of the declined payment, and that payment must be rectified within 30 days by credit card, money order, or cashier's check.
- Failure to make an installment payment when due may render the contract null and void and will require immediate and full payment of all remaining charges. NSU will withhold all services from the student—including grades, diplomas, transcripts, and future registrations—until the outstanding balance has been paid in full.
- If a student has a history of nonpayment with the university, the university reserves the right to bar a student from enrolling in a future payment plan.

## HOW TO QUALIFY FOR AN NSU PAYMENT PLAN

Before requesting enrollment in an NSU Payment Plan and submitting the nonrefundable enrollment fee of \$75, students must:

- have paid all prior balances in full and must be registered for the semester(s)/term(s) to be covered under the plan
- review in detail their student account to determine the outstanding balance for the semester/term as follows:
  - ◆ Log in to SharkLink at [sharklink.nova.edu](http://sharklink.nova.edu) using your SharkLink ID and password.
  - ◆ Click on the **Student** tab and locate the “Billing Account” section.
  - ◆ Click on **View My Account**, and then select **By Term**.
- review in detail their financial aid account, if applicable, as follows:
  - ◆ Log in to SharkLink at [sharklink.nova.edu](http://sharklink.nova.edu) using your SharkLink ID and password.
  - ◆ On the **Student** tab, locate the “Financial Aid” section and click **My Financial Aid**.
  - ◆ Carefully review your financial aid status, eligibility, and award information for the applicable academic year to ensure that all requirements for disbursement of financial aid have been met. Requirements may include submission of an NSU State Aid Application for undergraduate students who are Florida residents, acceptance of a loan award, completion of a Master Promissory Note or entrance counseling, and other requirements.
- Students who are receiving financial aid from external sources must submit proof of their external award to the Office of the University Bursar prior to submitting a request to enroll in an NSU Payment Plan.
- Students planning or required to live on campus must submit their housing application and pay the \$500 deposit prior to requesting enrollment in a payment plan. Please note, the \$500 deposit is for room and board only and not credited toward tuition.
- The following deadlines to request enrollment via the online request form at [nova.edu/myplan](http://nova.edu/myplan) apply:
  - ◆ **4-Month Plan**  
Fall-Only Plan—must be received by July 1  
Winter-Only Plan—must be received by December 1  
Fall/Winter Plan—must be received by July 1
  - ◆ **3-Month Plan**  
Spring-Only Plan—must be received by March 1  
Summer-Only Plan—must be received by May 1

### Employer Tuition Assistance Plans

Students participating in employer tuition assistance programs may defer tuition payment by submitting one of the following to the Office of the University Bursar: 1) a letter of eligibility, 2) a purchase order from their employer, or 3) details of the program from the employer's human resources office or the company website. They must also provide postdated payments (checks or credit card authorizations) for the tuition amount owed (not fees). The tuition may then be deferred for five weeks after course completion. A \$75 deferment fee is charged for this service and must be paid at registration, along with all other fees, such as student services, registration, and lab fees. Students receiving this assistance and other financial aid are required to notify the Office of Student Financial Assistance in order to avoid an over award of financial aid.

### Florida Prepaid College Plan

NSU accepts and bills the Florida Prepaid College Plan for tuition, fees, and on-campus housing costs. The plan is based on the tuition rates of the tax-assisted Florida public colleges and universities. The difference between NSU tuition, fees, and on-campus housing costs and the allocations through the Florida Prepaid College Plan is the sole responsibility of the student. If a student is on an unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Students new to NSU must contact Florida Prepaid at 800-552-GRAD to authorize NSU for payment. For those students who have notified the Florida Prepaid College Plan that they are attending NSU, the plan will automatically be billed based on the student's hours of enrollment after the drop/add period. Students may request a change to this procedure by submitting a completed and signed Florida Prepaid College Plan Billing Request Form available on the Office of the University Bursar website at [nova.edu/bursar/forms/index.html](http://nova.edu/bursar/forms/index.html).

For more information on payment options, please visit [nova.edu/bursar](http://nova.edu/bursar).

Please visit

**[nova.edu/myplan](http://nova.edu/myplan)**

to access the online request to enroll  
in an NSU Payment Plan.



#### **Enrollment and Student Services**

##### **Nova Southeastern University**

Enrollment and Student Services

Office of the University Bursar

3301 College Avenue, Fort Lauderdale, Florida 33314-7796

(954) 262-5200 • 800-541-6682 • Fax (954) 262-2473

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, and Title IX), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status,

national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University.

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