

HOW TO ENROLL

Students

- Log in to SharkLink at sharklink.nova.edu.
- Click on "My Account" on the left navigation bar.
- Select the yellow "NSU eBill (View and Pay Bill)" link.
- Click on the "Enroll in Payment Plan" button on the NSU eBill home page.

Authorized Users

The student must have designated you as an authorized user in NSU eBill before you will be able to enroll in an NSU Payment Plan on the student's behalf.

- Access NSU eBill at nova.edu/nsuebill and go to eBill in the authorized user section.
- Log in using your email and password.
- Click on the "Enroll in Payment Plan" button on the NSU eBill home page.

TIPS

1. Finalize registration and financial aid.

Prior to enrolling in an NSU Payment Plan, finalize registration for classes and complete all financial aid requirements. In the event of a change in your financial aid or costs after enrollment in an NSU Payment Plan, your plan installment amounts will be recalculated. Students may review their financial aid account in SharkLink to ensure that all requirements for disbursement of financial aid have been met.

2. Don't set up automatic bill payment at the same time.

The automatic bill payment option in NSU eBill is separate from the payment plan option. When setting up a payment plan, be sure to delete any existing automatic billing information in NSU eBill. Otherwise, you may end up making unnecessary payments.

3. Grant others access.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of students' records and prohibits the university from disclosing or discussing personal information with anyone other than the student unless the student gives explicit consent. If you wish for others, such as a parent, guardian, or spouse, to have access to your student account information, complete an Authorization for Release of Information Form (available on the registrar's website). In addition, you may designate others as "authorized users" in NSU eBill, so that they may view your account information, submit payments, and set up payment plans on your behalf.



For more detailed information about the NSU Payment Plans, please visit the bursar's website at nova.edu/bursar/payment/payment_plans.html. If you would like to speak to a bursar representative, please call (954) 262-5200 or 800-541-6682, ext. 25200, Monday-Friday, 8:30 a.m. to 5:00 p.m.

NOVA SOUTHEASTERN
UNIVERSITY | **NSU**
Florida

nova.edu

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, sexual orientation, gender, gender identity, military service, veteran status, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Any such acts are unacceptable and strictly prohibited by the university. 02-029-19NOM

NSU Payment Plans

Make paying for your education easier!
Pay in installments via NSU eBill.



NOVA SOUTHEASTERN
UNIVERSITY | **NSU**
Florida

Payment for tuition, fees, and other institutional charges is due in full at the time of registration. Students and families who need a little extra time to meet their financial obligations may enroll in a payment plan. Payment plans are available each semester through NSU eBill, Nova Southeastern University's secure online portal, and allow students and families to spread out payments over three or four months, depending on the length of the semester.

BENEFITS

- You can pay over several months rather than in one lump sum.
- You can enroll online easily and securely.
- There is no interest.
- Remaining installment amounts automatically recalculate when changes occur on your account.

ELIGIBILITY

- Students who owe \$500 or more after all resources including financial aid have been applied qualify.
- Students who have paid all prior balances in full and are registered for classes for the semester can be covered by a payment plan.
- International students are not eligible to participate in an NSU Payment Plan.

YOUR STUDENT ACCOUNT

The Office of the University Bursar (bursar's office) establishes a student account for each NSU student. This account displays university charges and credits, including tuition and fees, room and board (if applicable), financial aid credits, and more. Students may access their student account in SharkLink by following the steps below.

- Log in to SharkLink at sharklink.nova.edu using your SharkLink ID and password. If you do not know your SharkLink ID or password, you may retrieve it by visiting nova.edu/resources/nsuidentity.html.
- Click on "My Account" on the navigation bar. You may view your student account (account summary) and access NSU eBill.



NSU eBill is the university's official means of generating and delivering billing statements to all NSU students on the 15th of the month. If the 15th falls on a weekend or holiday, NSU eBill notifications are sent shortly thereafter. Students may authorize another person to receive their monthly NSU eBill notifications and to access their NSU eBill account. Students and authorized users may access NSU eBill 24/7 to view current and past account balances and activity, to make payments, and to set up payment plans during enrollment periods.

If a parent, guardian, or other person will be making payments on your behalf, NSU requires you to submit a completed Authorization for Release of Information (ROI) form for that person.

NSU PAYMENT PLANS OVERVIEW

	Fall Semester Plan (4 months)	Winter Semester Plan (4 months)	Spring Semester Plan (3 months)	Summer Semester Plan (3 months)	Fall 2 Semester Only Plan (second part of term) (3 months)	Winter 2 Semester Only Plan (second part of term) (3 months)
Payments Due	25 percent down payment due upon enrollment, followed by three monthly installments		33 percent down payment due upon enrollment, followed by two monthly installments			
Enrollment Periods Open	June approximately two months before the start of classes (16-week schedule)	October approximately two months before the start of classes (16-week schedule)	February/March approximately one month before the start of classes	April/June approximately one month before the start of classes	Mid-September approximately one month before the start of classes	Mid-February approximately one month before the start of classes
Enrollment Deadline	11:59 p.m. of "Last Day to Enroll" posted within NSU eBill's payment plan page					

PAYMENT PLAN DETAILS

- Enrollment in a semester payment plan is voluntary.
- A nonrefundable, \$75 enrollment fee is due upon enrollment, along with the minimum down payment.
- Accepted payment methods include the following:
 - **Credit Cards:** Only Visa, MasterCard, or American Express
 - **eCheck:** From a personal checking account only—credit card checks, third-party checks, savings account checks, and investment account checks are NOT ACCEPTED.
 - **Gift Cards:** Since credit will be returned to the card used for payment in the event of a refund, students are advised to retain any card used for payment.
- The student is responsible for making sure the payment method remains valid for the duration of the plan.
- Declined payments will result in a \$25 declined-payment fee and a hold on the student's account. The hold restricts student services, including, but not limited to, grades, diploma, transcripts, and class registration. To avoid declined payments and additional fees, remember the following:
 - Review your payment method before each installment payment is due.
 - Ensure sufficient funds are available for release on payment due dates, and three days thereafter, to accommodate any extended processing time between your banking institution and NSU.
 - Ensure that your bank or credit card company does not have a cap on the amount to be paid from your card/account.
 - If you set a limit of withdrawal as a fraud protection measure, be sure to authorize your institution to release the amounts to be charged.