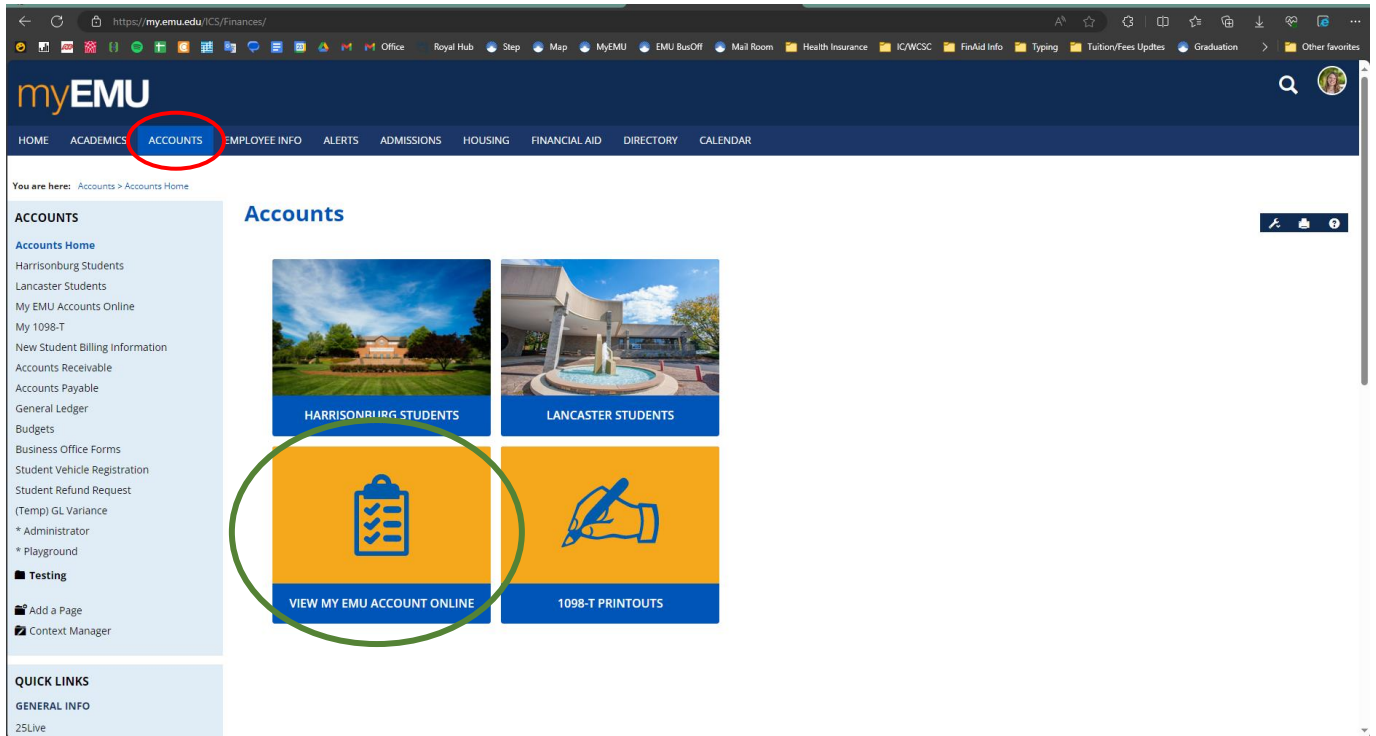


EMU Payment Plan Information

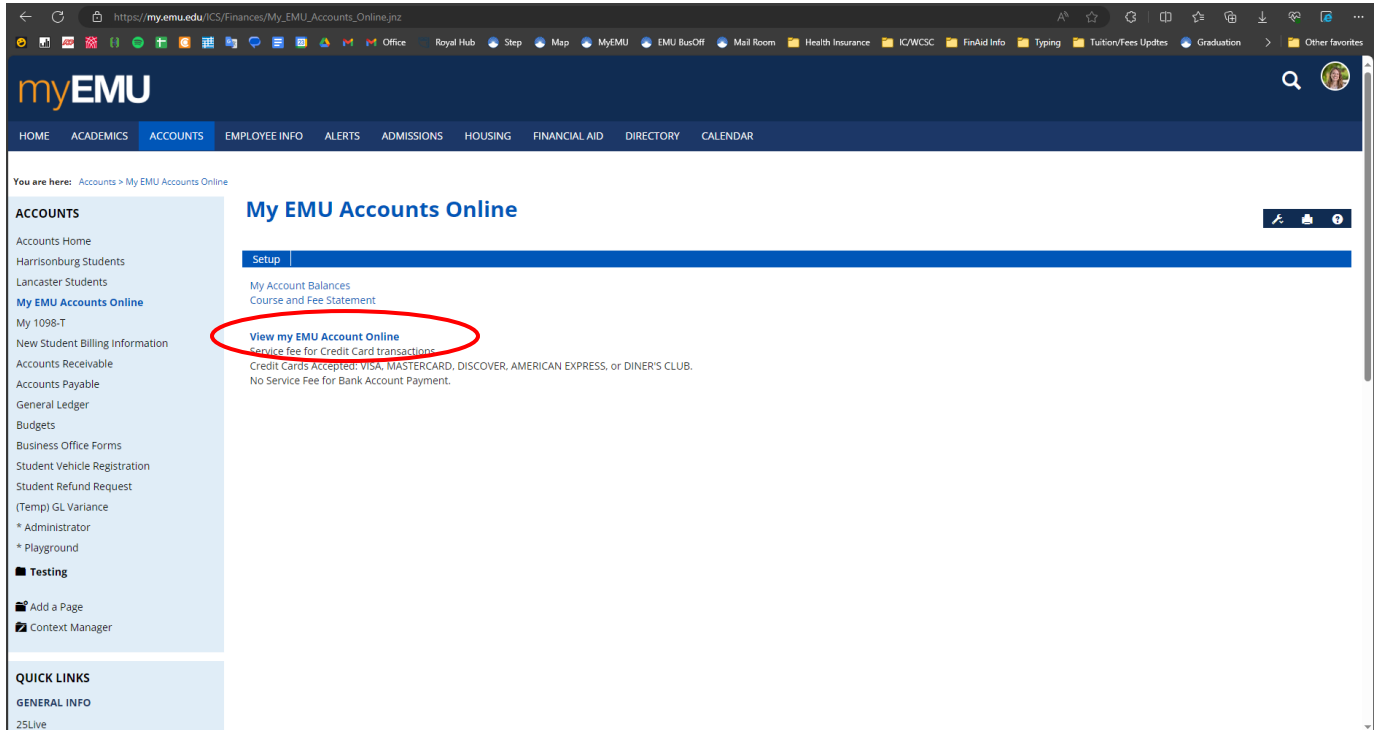
- Fall tuition charges will be applied to student accounts at the beginning of July. Spring tuition charges will be applied at the beginning of December. You will receive an email notification that your statement is ready to view once this happens, with instructions on how to access the statement online.
- Once a semester's charges are applied to your account, you can proceed with enrolling in an online payment plan. The plans split your balance into equal payments due through the semester (step-by-step enrollment instructions begin on page 2 of this document).
- **Fall** 5-month Payment Plan (July-November):
 - The deadline for enrolling in a Fall 5-month plan is July 14th at 5pm, where the first payment and a one-time \$35 enrollment fee are due.
- **Spring** 5-month Payment Plan (December-April):
 - The Spring 5-month plan enrollment deadline is December 14th at 5pm, where the first payment and a one-time \$35 enrollment fee are due.
- **Summer** 4-month Payment Plan (May-August):
 - The Summer 4-month plan enrollment deadline is May 14th at 5pm, where the first payment and a one-time \$35 enrollment fee are due.
- After enrolling, all following payments are due by the 15th of each subsequent month.
- Please be aware that payment plans do not automatically roll over into each semester. E.g., if you enroll in a Fall payment plan but would also like to have a payment plan for the Spring semester, you must manually enroll in the Spring plan in December.
- If you miss an enrollment deadline, you can still enroll by the 15th of the following month for a shorter payment plan (Example: if you miss the July enrollment date for the Fall 5-month plan, you can still enroll by August 14th for a 4-month plan).

Payment Plan Enrollment Instructions

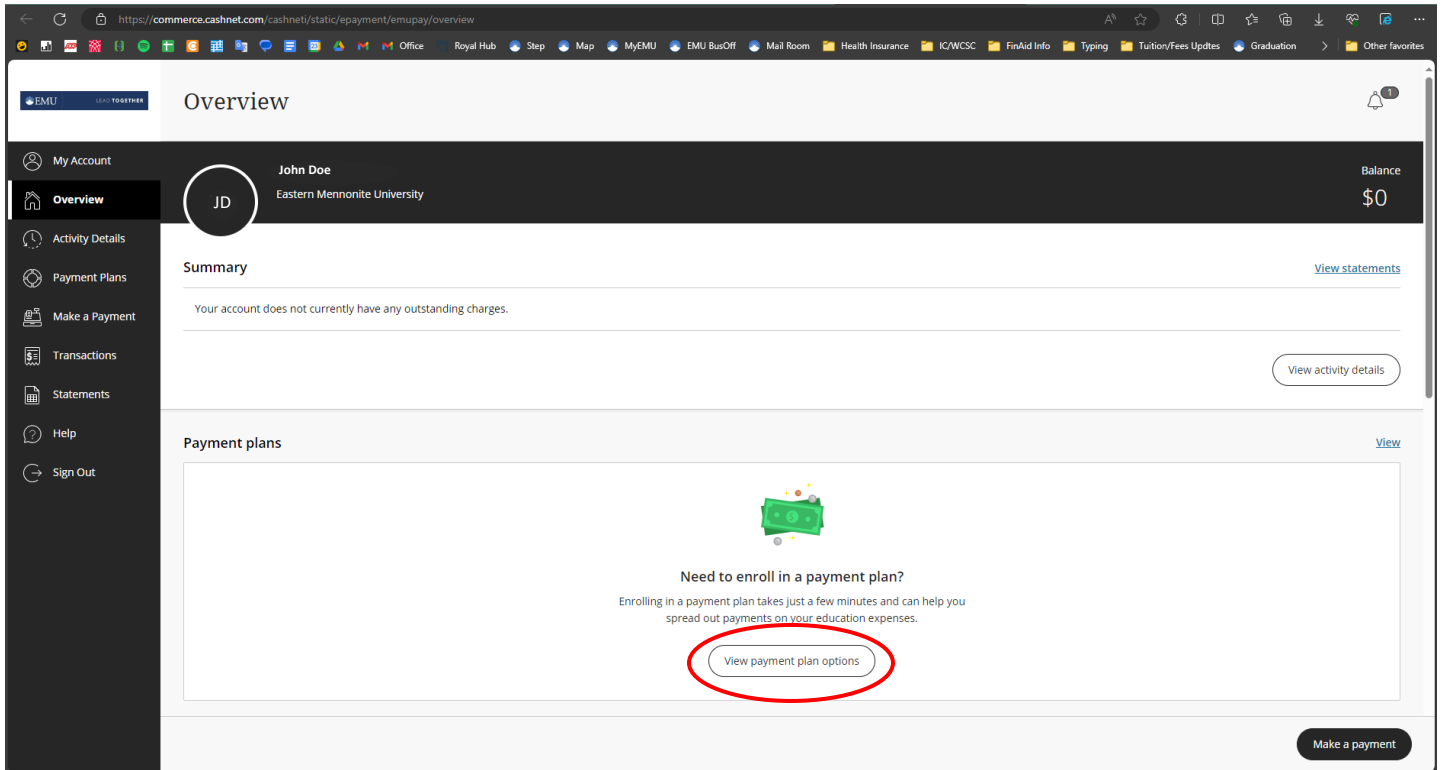
1. Log into your my.emu.edu account
2. Click on the “Accounts” tab in the blue taskbar at the top of the page (circled red below).
3. Then, click the link to "View my EMU Account Online" (circled green below).



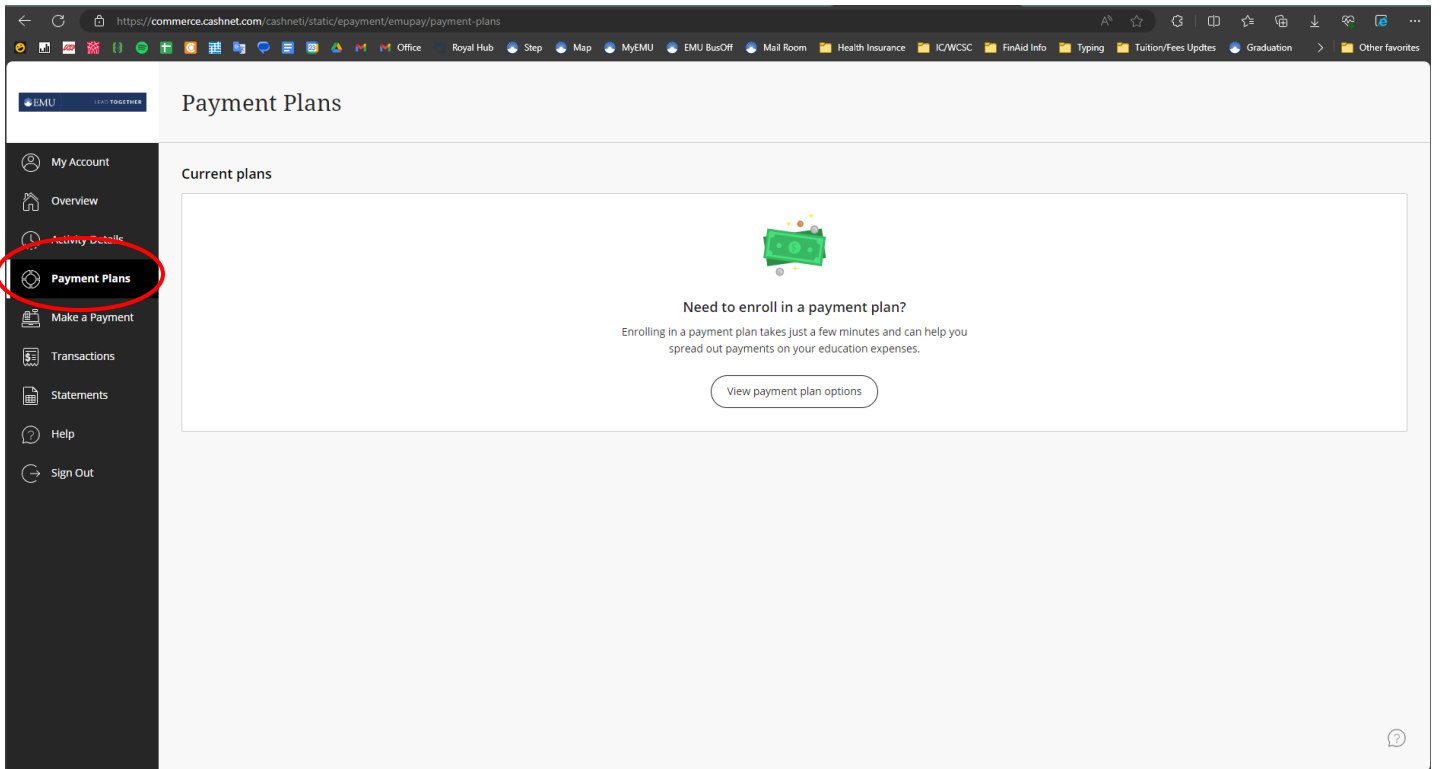
4. Click again on “View my EMU Account Online” (below)



5. This will open “Transact”, EMU’s online payment portal (shown below).



6. In Transact, you can either follow the link to “View Payment Plan Options” on the “Overview” tab (above), or you can click on the payment plan tab (below). The payment plan tab will display your enrollment information after you have completed the setup process.



7. Follow instructions on the screen to enroll in the payment plan.