

Payment Plan Online Enrollment

- Go to “MySandburg” <https://www.sandburg.edu/Campus-Life/mySandburg.html>
- “Login to mySANDBURG now”
- click on "Tuition Payment Plan"
- click “Set up a Payment Plan”
- click “Begin” (if your first time, you will need to create an account)
- click “Edit Details” if information has changed.
- click “Next”
- Amount Due and View Details (click expand all - which will show you courses and fee amounts)
- click “Next”
- Payment Plan Options / click “Select” button
- Payment Details / Select “Add Bank Account” or “Add Credit/Debit Card”
- click “Next”
- “Add Account” page will be displayed and you will fill out the details for which option you choose and the billing address that appears on your billing statement - click “Save”.
- Back to the Payment Details page to verify, this page will also display the “Down Payment” (if one is due at the time of signing up), “Amount Due Today” and the “Remaining Amount” - click “Next”.
- The Payment Schedule page will be displayed, here you will choose what day you want the future scheduled payments to be on – the 5th or the 20th of each month.
- The “Future Payment Schedule” will be displayed - click “Next”.
- The “Review & Authorize” page will be displayed, (you can specify here if you want your down payment paid from one account/card and the remaining amount paid from another account/card). You will check the box stating that you have read and accepted the “terms and conditions” of this payment plan. You will also be able to change any information that you feel needs changed before authorizing payment. After changes are made or you have read the terms and conditions - click “Authorize”.
- You will see a confirmation number on the “Thank You” page. You may also print this page for your records.
- You will have to renew the payment plan online each term you are enrolled in.
- If you should have questions, please contact the Business Office at 309.341.5210, regular office hours are M-F 8 a.m.-5 p.m. (summer hours are 8 a.m.-4 p.m.)

If at any time during the term you add or drop a class, make extra payments online or in the offices, receive financial aid, receive a scholarship, and/or receive a loan, **PLEASE CONTACT THE BUSINESS OFFICE to let them know of your changes.*

CHANGES ARE NOT AUTOMATICALLY ADJUSTED.

If you should drop after the 100% refund period-you are still obligated to pay the remainder of the balance due.



**CARL
SANDBURG
COLLEGE**