Steps for setting up a payment plan:

1. From your MUHUB homepage, select the Financial Information icon.

2. Click on “Student Finance”, and then “Payment and Refund Options”.

3. Click the “Proceed to Processor” button. Marian University online payments and payment plans are managed by Nelnet Campus Commerce.

![Payment Plan & Billing](image)

A new window will open and redirect you to our payment processor, Nelnet Campus Commerce. [Proceed to Processor]

- No account balance to pay.

4. The first time a student or proxy user links to Nelnet Campus Commerce, they will be required to verify their contact and address information and set up a PIN for added security.

5. Click on the “Set up a Payment Plan” button for the appropriate term.
6. Read the information regarding setting up a proxy user, then click “Begin”.

7. Update contact and security information if needed, and then click “Next”.

8. The account balance for the term chosen will automatically be populated, but can be changed. Click “Next”.

9. Choose the desired payment plan option and click “Next”.

### Payment Plan Options

**Fall Payment Plan**

<table>
<thead>
<tr>
<th>Select</th>
<th>Payment Method</th>
<th>Number of Payments</th>
<th>Beginning Month</th>
<th>1st Payment Amount</th>
<th>Available Payment Days</th>
<th>Last Day to Enroll</th>
<th>Payment Plan Enrollment Fee (Due Today)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Automatic Payments from:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bank Account</td>
<td>5</td>
<td>June 2021</td>
<td>$100.00</td>
<td>20th</td>
<td>17 Jun 2021</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>Credit Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Automatic Payments from:</td>
<td>4</td>
<td>July 2021</td>
<td>$125.00</td>
<td>20th</td>
<td>16 Jul 2021</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>Bank Account</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Credit Card</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Automatic Payments from:</td>
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<td>August 2021</td>
<td>$166.67</td>
<td>20th</td>
<td>18 Aug 2021</td>
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<td>Credit Card</td>
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</tr>
</tbody>
</table>
10. The standard payment plans have a nonrefundable, one-time per payment plan fee of $60. Click “OK” to agree to the payment plan fee.

11. Choose “Add Bank Account” to set up a checking or savings account as primary account for payment. Choose “Add Credit Card” to set up a credit card as the primary account for payments. Payments processed via credit card will incur an additional processing fee for each payment. Click “Next”. ***Payment plan payments will be auto-debited using the primary account each month.***

### Payment Details

**Please enter your primary financial account for payments**

- Pay using: 
  - Select
  - Add Bank Account
  - Add Credit Card

Card transactions for Marian University - IN are processed by Nelnet Campus Commerce, USA.

12. Enter credit card or bank account information, and click “Save”.

13. Review “Payment Details” page, and click “Next”.

14. Review “Payment Schedule” page, and click “Next”.

15. Read the “Plan details and Terms & Conditions” and review plan summary. Click the radio button to accept the payment plan “terms and conditions”. Click “Authorize” to process payment for the $60 one-time fee.

### Review & Authorize

- Amount Due Today: **$60.00**
- Remaining Amount: **$500.00**

I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)

16. Thank you for setting up a payment plan!