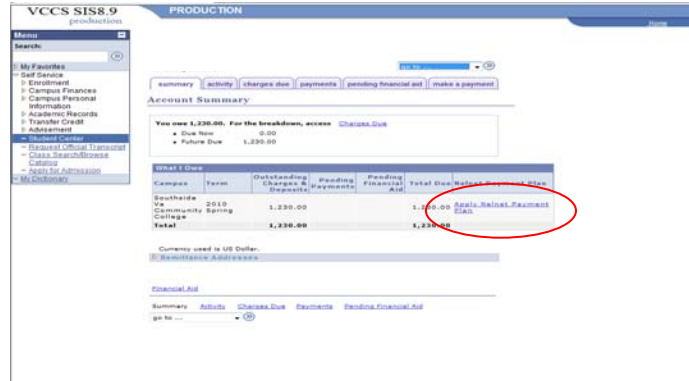


## Applying for the Nelnet Payment Plan

To Apply follow these steps:

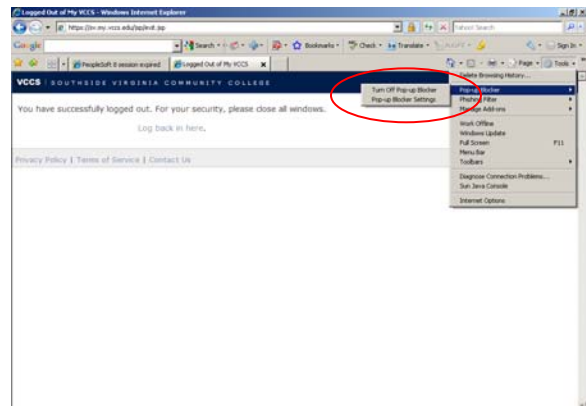
1. Log into the Student Information System, under MySVCC
  - a. If you don't have the login information, contact the helpdesk on your campus 434-949-1018 (Alberta) or 434-736-2059 (Keysville)
2. Navigate to your Student Center Screen
3. Click on Apply for Nelnet Payment Plan
  - a. You will click this again on the Account Summary screen



4. The following screen should appear



- a. If it does not, turn the popup blocker off on your internet explorer tools setting.
  - i. In any explorer screen, go to the Tools drop down button and click on Pop-up Blocker
    1. Choose Turn Off Pop-Up Blocker
- b. Once you turn this off, try clicking on the Apply link again



5. Once you click PROCEED, you get this screen

- a. Each request for information must be completed
- b. The student ID number and Student Name should be filled in for you
- c. Click PROCEED when done

6. The next step is to choose the plan that is right for you

- a. Depending on the date of the agreement, you will have 1 to 4 choices to choose from
- b. Choose the option you need by clicking in the box beside it
- c. You will receive the message that there is a non-refundable fee that will be drafted within the first 14 days of the agreement
  - i. Click OK

- d. A confirmation screen will appear
  - i. This tells you the amount being applied to the payment plan, the payment amounts, how many payments, and the first draft month and day.
  - ii. Click PROCEED

**Payment Plan**

No down payment, 5 payments (December - April)  
 10% down payment processed IMMEDIATELY, 4 monthly payment (January- April)  
 20% down payment processed IMMEDIATELY, 3 monthly payment (February- April)  
 Payment in full to be processed IMMEDIATELY

**Budget Worksheet**

Fill in the expenses to be budgeted and press "Calculate." The total amount of your agreement is subject to change by the institution if you enter it incorrectly, if you drop or add classes, or if financial aid is awarded that was not originally included in your calculations.

Tuition and Fees \$ 1,230.00

**Credits:**  
 Scholarships & Grants \$ 0.00  
 Loans & Financial Aid \$ 0.00

**Amount to be paid through FACTS:**

Total amount:	\$ 1230.00
Down payment (PROCESSED IMMEDIATELY):	\$ 0.00
Amount to be budgeted:	\$ 1230.00
Number of monthly payments:	5
First 4 monthly payments:	\$ 246.00
Last payment:	\$ 246.00
Month of first payment:	December
Payment date:	5th of the month

To try another payment option and/or budget calculation: **Proceed** **Reset form**

7. Next, you will choose the source of payment
  - a. Automatic Draft from Checking or Savings
  - b. Automatic Draft from Credit Card

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FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help | American Card Services

**NBS e-Cashier Automatic Payment Agreement**  
 Payment Method

Please select a payment method, then click on the Proceed button. The person responsible for making payment(s) must complete and verify this form.

To protect your personal information, this screen will close automatically in 10 minutes.

**Your Payment Method Choice(s)**

Payment(s) from your bank account **Proceed**  
 Payment(s) to your credit card

**Automatic Bank Payments (ACH)**

Automatic bank payments are payments you authorize to be processed with your financial institution. It is an electronic bank-to-bank transfer of funds. With your automatic payment plan, payment(s) can be made from either a checking or savings account, provided the savings account allows automatic payments to be processed.

**Credit Card (CC)**

Credit card payments are payments you authorize to process directly with your credit card processor. The payment(s) will be reflected on your monthly statement from your credit card company. Payment is due to your credit card company according to the terms of your credit card contract. Payments will continue from your credit card until the total balance on your automatic payment plan agreement is paid in full. Check, Debit and ATM Cards may be returned unpaid due to daily limit restrictions imposed by your bank.

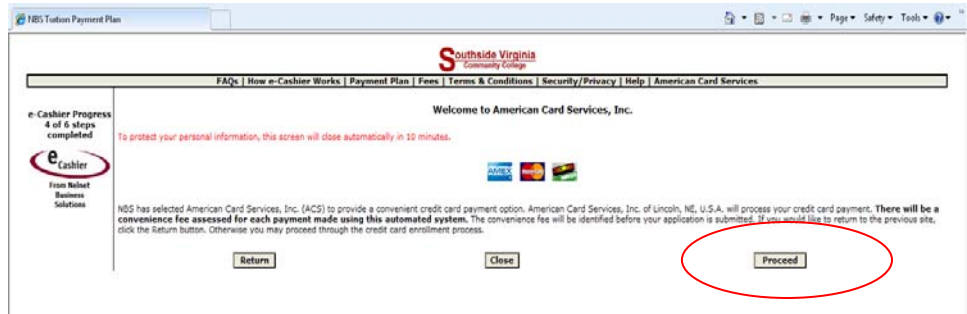
8. The screen will appear for whichever option you have chosen

**NOTE:**

This information is critical to your agreement. If for any reason the information was entered incorrectly the agreement will not be processed completely. Be careful entering this data!

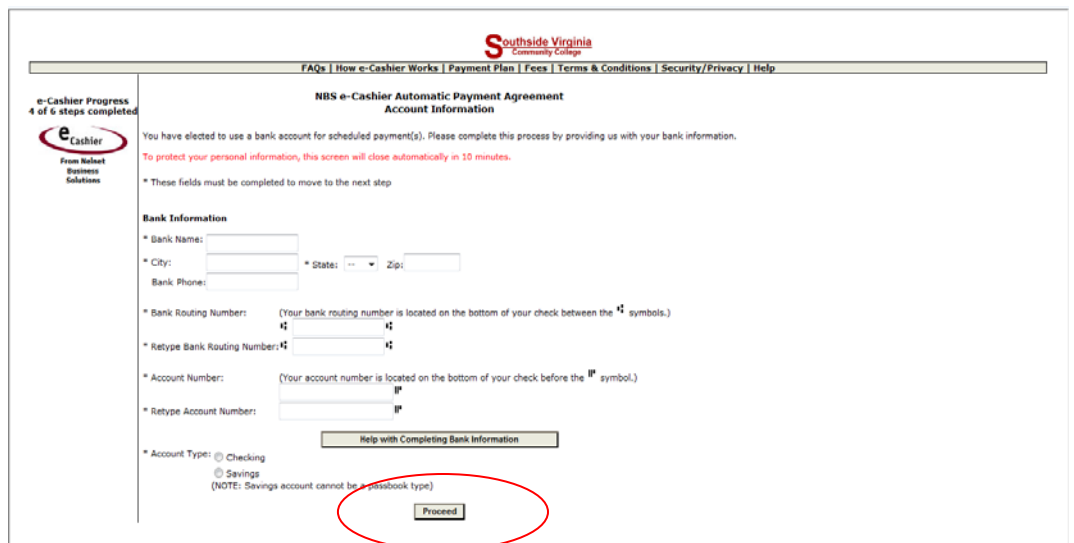
- a. The Credit Card option will appear with critical information and a prompt to PROCEED to continue

**CREDIT CARD SCREEN**



- b. The Checking/Savings screen will appear - key in the required data and click PROCEED to continue

**CHECKING or SAVINGS ACCOUNT SCREEN**



9. Once you have completed the request for draft information, you will get the confirmation screen
  - a. You must check the information and read the agreement Terms and Conditions
  - b. Once you approve the information, click the check box in the RED box at the bottom
  - c. Click Submit and Activate button when done

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Community College

FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help

**e-Cashier**  
Progress: 5 of 6 steps completed

**NBS e-Cashier Automatic Payment Agreement Final Review**

This is the final step in the enrollment process for the e-Cashier Automatic Payment Program. Please review the information below.

If you need to make any changes, click on the Change button to the right of that area and you will be given the opportunity to adjust the information.

**NOTE: If you leave e-Cashier before pressing the Submit and Activate button on this page, no information will be saved and you will need to restart. To protect your personal information, this window will close automatically in 10 minutes.**

**NBS AGREEMENT FOR SOUTHSIDE VIRGINIA COMMUNITY COLLEGE (#09462)**

[Change Personal Information](#)

**STUDENT INFORMATION**

Seven-digit Empl ID: Your information will be here  
 Student's Name: Your information will be here  
 Student's e-mail: Your information will be here

**RESPONSIBLE PARTY INFORMATION**

Name: Your information will be here  
 Address: Your information will be here  
 Daytime Phone: Your information will be here  
 Evening Phone: Your information will be here  
 e-mail Address: Your information will be here  
 Access Code: Your information will be here  
 Additional Authorized Party: Your information will be here

[Change Payment Plan](#)

**PAYMENT PLAN**

Total Contract Amount: Your information will be here  
 Down Payment: (PROCESSED IMMEDIATELY)  
 Remaining Balance:  
 Number of Payment:  
 Month of First Payment:  
 Payment Date:

**ACCOUNT INFORMATION**

You have elected to use a bank account for scheduled payment(s).

**Bank Information**

Bank Name: Your information will be here  
 Address: Your information will be here  
 Bank Phone:  
 Bank Routing Num:  
 Account Number:  
 Account Type:

[Change Account Information](#)

An acknowledgement e-mail of your enrollment with e-Cashier will be sent to: bc2443@email.vccs.edu and cindy@virginiaquilting.com

To submit a copy of the acknowledgement to another e-mail address, enter that address here: \_\_\_\_\_

**Terms & Conditions**

Please review the terms and conditions below and scroll to the bottom to accept the terms and conditions.

**AUTHORIZATION:** Helmet Business Solutions, Inc. (NBS) Lincoln, Nebraska (formerly FACTS) has contracted with Southside Virginia Community College (Institution) to act as its agent for the collection of tuition and/or fees. As the Responsible Party who has submitted this agreement, you accept and agree to be bound by the agreement's terms and conditions until the total amount owed is paid in full. Additionally, you authorize NBS (or American Card Services, if applicable) to process payments and fees from the account provided or any subsequent account provided. Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

**DOWN AND FULL PAYMENTS:** If you elect to make a down or full payment, that payment will be processed by NBS immediately according to the payment method you have selected. Should your down or full payment fail, NBS will notify you that your agreement has been terminated. You will be instructed to re-enroll through NBS or make payment arrangements directly with your Institution.

**ENROLLMENT FEE:** The nonrefundable enrollment fee will be deducted from the account provided within 14 days of the agreement being posted to the NBS system. The nonrefundable enrollment fee is based upon the number of payments selected for each NBS agreement period. If the entire balance due is not paid within the agreement period or twelve (12) months, whichever period is shorter, an agreement is in renewal. On the renewal date of such an agreement, NBS may assess a new nonrefundable enrollment fee, if any fees are returned, they will be reattempted. Fees are subject to change in future academic years. The nonrefundable enrollment fee applicable to this agreement is shown at the bottom of this page.

**RETURNED PAYMENT FEE:** If a payment is returned, a \$25 returned payment fee will be automatically deducted from the account provided within 20 days. A returned payment fee will be assessed for each payment attempt that is returned. If any fees are returned, they will be reattempted. Fees are subject to change in future academic years.

**PAYMENT METHOD:** If you wish to change from a checking or savings account to a credit card, or vice versa, you will need to complete a new agreement and an additional nonrefundable enrollment fee will be automatically deducted.

**PAYMENT DATE:** If your payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although NBS specifies the date each day affects your obligation to pay NBS, and you will be charged another nonrefundable enrollment fee if you need to begin a new agreement.

**CONFIRMATION:** Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from NBS. Changes made by the Institution that are received by NBS before the notification is sent may also be included. In either event, the confirmation notification shall be controlling.

**REFUND/TERMINATION DISCLOSURE:** NBS guarantees remittance of tuition and/or fees it collects from you. NBS reserves the right to terminate this agreement at any time if you are not current on payments or fees due NBS. If NBS exercises this right, the student on this agreement may be dropped from class(es). Failure to pay any debt to NBS could also result in holds being placed on transcript requests, registrations for subsequent academic terms, and graduation. If this agreement is terminated for any reason, money collected prior to termination (if any) will be remitted to the Institution, less any fees due NBS. Refunds, if any, will be handled by the Institution and will not be issued until 60 days after the last day of the add-and-drop period. As noted above, enrollment fees and returned payment fees are nonrefundable. If this agreement is terminated, NBS will attempt to notify you immediately via the e-mail address NBS has on file. If the e-mail address is invalid, a letter will be mailed.

**DISCOVERY OF SUSPECTED ERRORS:** If you discover what you believe to be an error made by NBS, you must report the suspected error to NBS immediately. NBS must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review your bank statements and a timely response to company letters, e-mails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

**GOVERNING LAW:** You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This agreement shall be governed by the laws of the State of Nebraska. The District Court of Lancaster County, Nebraska shall be the sole venue for filing any action.

**ARBITRATION:** Upon the demand of you or NBS, any dispute concerning the parties' duties or liabilities under this agreement shall be resolved by binding arbitration in accordance with the terms of this agreement. Arbitration proceedings shall be administered by the American Arbitration Association (AAA) or such other administrator as the parties shall mutually agree upon in accordance with the AAA Commercial Arbitration Rules. All disputes submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code), notwithstanding any conflicting choice of law provision. The arbitration shall be conducted at a location in Lincoln, Nebraska selected by the AAA or other administrator. All statutes of limitation applicable to any dispute shall apply to any arbitration proceeding. All discovery activities shall be expressly limited to matters directly relevant to the dispute being arbitrated. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction.

**PRIVACY AND SECURITY:** Data collected and stored by NBS pursuant to this Agreement is governed by the Institution's privacy policy. This data will not be used by NBS in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purpose of providing service to you or the Institution. NBS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. NBS' privacy policy will govern use of your information only in the event that you request additional services directly from NBS or its affiliates.

**SPECIAL NOTICE REGARDING FINANCIAL AID:** Please do not assume your balance will automatically be adjusted if you receive financial aid or a class is added or dropped. You should review your agreement balance online through My FACTS Account or the Institution's website, if applicable, to confirm the change.

**SPECIAL INSTRUCTIONS FROM YOUR INSTITUTION: REFUND/TERMINATION DISCLOSURE:** NBS guarantees remittance of tuition and/or fees it collects from you. NBS reserves the right to terminate this agreement at any time if you are not current on payments or fees due NBS. If NBS exercises this right, the student on this agreement may be dropped from class(es). Failure to pay any debt to NBS could also result in holds being placed on transcript requests, registrations for subsequent academic terms, and graduation. If this agreement is terminated for any reason, money collected prior to termination (if any) will be remitted to the Institution, less any fees due NBS. Refunds, if any, will be handled by the Institution and will not be issued until 60 days after the last day of the add-and-drop period. As noted above, enrollment fees and returned payment fees are nonrefundable. If this agreement is terminated, NBS will attempt to notify you immediately via the e-mail address NBS has on file. If the e-mail address is invalid, a letter will be mailed.

**APPLICABLE ENROLLMENT FEES:** The nonrefundable enrollment fee to budget payment(s) through NBS is:

- \$25 per semester

The nonrefundable enrollment fee will be attempted within 14 days.

I, Cindy Clewinger, guarantee that I am an authorized signer on the account provided in this agreement. I authorize Helmet Business Solutions to process payment(s) from my account as indicated on this agreement for the purpose of remittance to Southside Virginia Community College. I understand that I may print a copy of this authorization for my records. If I am unable to print a copy, I may request Helmet Business Solutions to send a copy of this authorization to the address listed for the responsible party in this Agreement.

[Click here to accept the terms and conditions of this Agreement. Then click the Submit and Activate button below to activate the agreement.](#)

**Submit and Activate**

10. You will get the confirmation screen with the agreement code at the top, print this for your records
11. You will receive an email as confirmation as well. It will come to the account specified in the agreement and appear in your inbox as a message from ecashier.

