

Veterans Deferred Payment Plan Enrollment Instructions

Students utilizing military veteran or dependent education benefits are eligible to enroll in a deferred payment plan. Enrollment into the deferred payment plan prevents a student's classes from being dropped for non-payment until:

1. The student's education benefit covers the cost of tuition and fees
2. The student covers the cost of tuition and/or fees by the designated installment dates
 - Not all military veteran education benefits cover the full cost of tuition or fees. Please understand what your financial obligations will be prior to enrolling in the deferred payment plan. You may contact Veterans Services at (630)942-3814 if you have any questions.

Enrollment Instructions:

1. Log into your [myACCESS](#) student account using your user name and password.
2. Click on **myACCESS for Students**.
3. Under the Student Payment Information section, click on the **Enroll in Active/Deferred Payment Plan** link.
4. Select the correct academic term from the dropdown box and click **CONTINUE**.
5. Please read the "Payment Plan Terms and Conditions". When finished, check the user acknowledgement box and click **CONTINUE**.
6. Under your Student Account balance, click the **Enroll in Payment Plan** link.
7. Choose the applicable term from the Select Term dropdown box, and then click **Select**.
8. A payment plan should appear for the selected semester. Click on the **Select** link.
 - If the payment plan does not include the words "VA Benefits – Paid to College", it is not the correct payment plan. Please contact Veterans Services at (630)942-3814.
9. Please review your payment schedule carefully before completing your enrollment. When ready, click on **Continue**.
10. Choose a method of payment from the dropdown box, and then click **Select**.
 - If you have utilized the deferred payment plan previously, saved payment options will be available. If you select a saved payment method, you may skip steps 11-13 and advance to item 14 on this checklist.

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For Credit/Debit Card Payments

11. Enter the card number and click **Continue**.
12. Enter the following information:
 - Your name, exactly as it appears on your card
 - The expiration date of the card
 - The 3-4 digit verification code located next to the signature block of the card
 - A name for your payment method, which will save the payment method for future use
13. Click **Continue**.

For Checking/Savings Payments

11. Enter the following information:
 - The name on the account
 - The account type
 - The bank routing number
 - The bank account number
 - Confirmation of the bank account number
 - A name for your payment method, which will save the payment method for future use
12. If you wish to designate this account to receive funds from COD (for refund purposes), check the box under **Refund Options**.
13. Click **Continue**.

14. Please review the Payment Plan Agreement. You must scroll through the full agreement and check the "I agree" box, then click the **Continue**. By agreeing and continuing, you will be submitting a payment of \$5.00 as a part of your enrollment.
15. A confirmation page will appear, letting you know that your payment and enrollment were successful. A copy of this transaction will be sent to your student email address.
16. You may now log out of your student payment portal by clicking Logout on the top, right-hand side of the window.