How to Enroll in the Installment Payment Plan (IPP)

Note: You must be enrolled in regular university classes to use the payment plan. The plan is not available for Special Session or Open University students. If you want to sign up for the Installment Payment Plan, please select the plan before making your first payment.

IPP Fee (non-refundable):
There is a non-refundable administrative service fee of $22 to use this plan. This fee will post to your account at the time you select the plan. This fee is charged once per quarter if IPP is selected.

Eligible Charges:
The only charge in your account that is eligible for IPP is Tuition Fee. If you have charges for Professional Program Fee and/or Non-Resident Tuition, and want to sign up for Installment Payment Plan, you must appear in-person to the Student Accounting & Cashiering Services office located at:

Building 98, B1-123
California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, CA 91768
Contact: Student Accounting & Cashiering Services
Contact Phone: (909) 869-2010

1. Login to your Student Account via BroncoDirect (https://broncodirect.cms.csупомона.edu/)

2. From the Student Center page (your homepage), scroll down to Finances. Select Enroll in Payment Plan and click the arrow.
3. Review Payment Plan details, Maximum Amount eligible and Due Date for accuracy. Select Payment Plan and click Next.

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

<table>
<thead>
<tr>
<th>Payment Plans</th>
<th>Maximum Amount</th>
<th>Number of Installs</th>
<th>First Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2121_WINTER_2012_RES_IPP IPP Self Service - 2 Part Payment Plan for Tuition Fee only. Payments are due December 5, 2011 and January 5, 2012. One plan allowed per student.</td>
<td>958.00</td>
<td>2</td>
<td>12/05/2011</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

4. Review Installment Schedule and Due Dates. Then click Next.

Enroll in Payment Plan

2. Review Installments

You have selected 2121_WINTER_2012_RES_IPP.

IPP Self Service - 2 Part Payment Plan for Tuition Fee only. Payments are due December 5, 2011 and January 5, 2012. One plan allowed per student.

| Plan Amount: | 958.00 |
| Number of Installs: | 2 |

<table>
<thead>
<tr>
<th>Installment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>12/05/2011</td>
</tr>
<tr>
<td>01/05/2012</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Important: If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced.
5. Examine the terms of the Payment Plan before enrolling. If you agree then click the agreement box then click Enroll.

6. View the Result. You are now enrolled in IPP. Then click View My Account to continue with making a payment.

7. To Avoid Class Cancellation

REMEMBER TO MAKE YOUR INITIAL PAYMENT BY THE DUE DATE FOR THE IPP TO BE IN EFFECT AND TO AVOID CLASS CANCELLATION.