

How to Enroll in a New Payment Plan

1. Visit Student Accounting & Cashiering Services website at "<https://www.cpp.edu/student-accounting/>" and click



2. Login to **Cal Poly Pomona** with your ID and Password

CAL POLY POMONA


BroncoName

Bronco ID

Password

[Forgot Password?](#) [Don't have an account?](#)

3. Under "**My Account**" tab, click "**Enroll in Payment Plan**"


CalPolyPomona
Logged in as: [Logout](#)

🏠 My Account
Make Payment
Payment Plans
Help

Announcement

CPP Fee Information can be found at <https://www.cpp.edu/student-accounting>

Student Account ID: xxxxx 000

Balance \$22.01


My Profile Setup

-
-
-


4. Select the term, and click "Select"

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Payment Plan Enrollment



Select



Schedule



Agreement

Select Term




Select Term

Spring 2020

- Select the "Estimated" plan if you don't have charges in your account. You can select "Real time" if you already have your tuition posted in your account.

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Payment Plan Enrollment

 **Select** —————  **Schedule** —————  **Agreement**

Select Term

Spring 2020
▼

Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Estimated w/Down Pmt + 4 Pmts, SPR 2020	\$35.00	20%	4	Details Select
Real Time w/Down Pmt + 4 Pmts, SPR 2020	\$35.00	20%	4	Details Select

Please go to the next page....


6. Enter your eligible charges and credits.

1. Enter your estimated Tuition and Fees. You can calculate it by going to [SACS \(https://www.cpp.edu/student-accounting/\)](https://www.cpp.edu/student-accounting/)
2. Enter your estimated anticipated aid, if applicable
3. Select your payment option. You can choose from an automatic payment from your bank. Or single manual payments
4. Click "Continue"


NOTE: Your plan will be re-calculated once charges are posted to your account. Financial aid credit will be updated to reflect your approved anticipated aid. If not anticipated aid is present at the time of the re-calculation, your plan will be in chance to cover all charges without the anticipated aid.

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Payment Plan Enrollment



Select



Schedule



Agreement

Estimated w/Down Pmt + 4 Pmts, SPR 2020

Please estimate all charges and credits to be included in the payment plan.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition and Fees	4,415.21	0.00
Financial Aid	0.00	0.00

Setup fee: 35.00

Balance: 4,415.21

Required down payment

Additional down payment

Payment Schedule

Description	Due Date	Amount(\$)
Setup fee	Due now	35.00
Down payment	Due now	883.04
Installment 1	11/5/19	883.04
Installment 2	12/5/19	883.04
Installment 3	1/5/20	883.04
Installment 4	2/5/20	883.05

Total of installments: 3,532.17




Total due now: 918.04

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

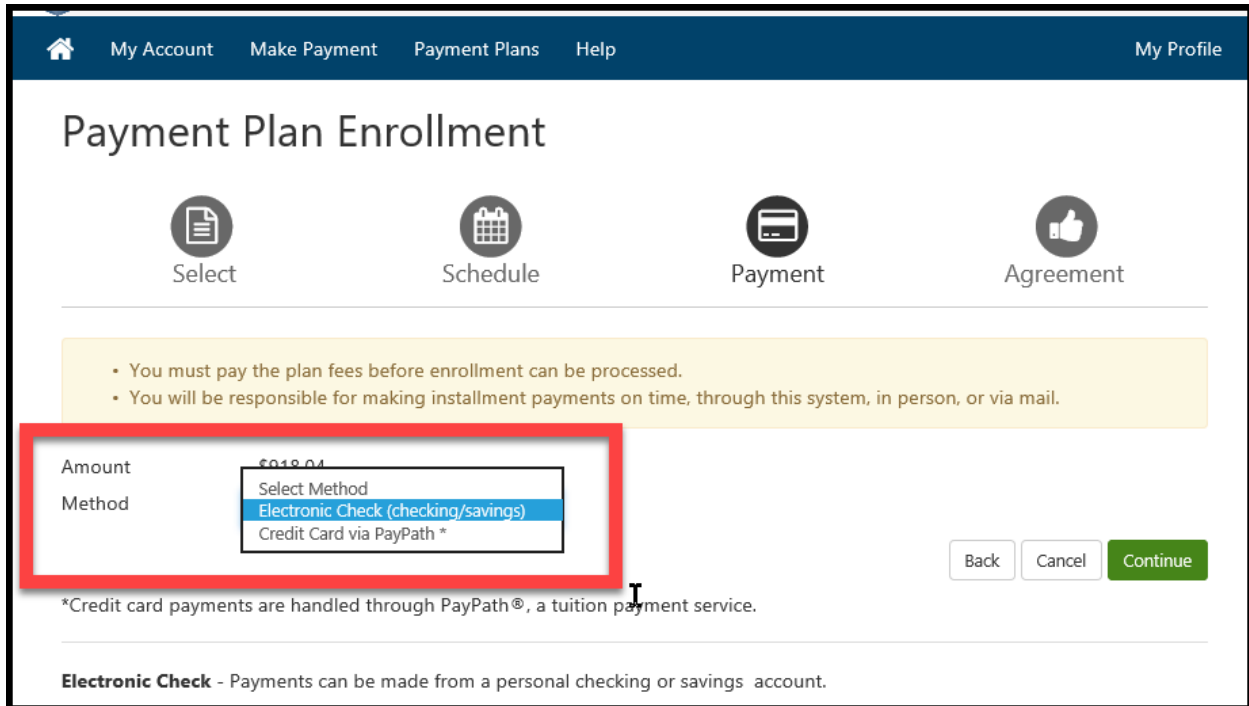
I want to set up Auto Payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

I do not want to set up Auto Payments. I will make each payment on or before the due date.

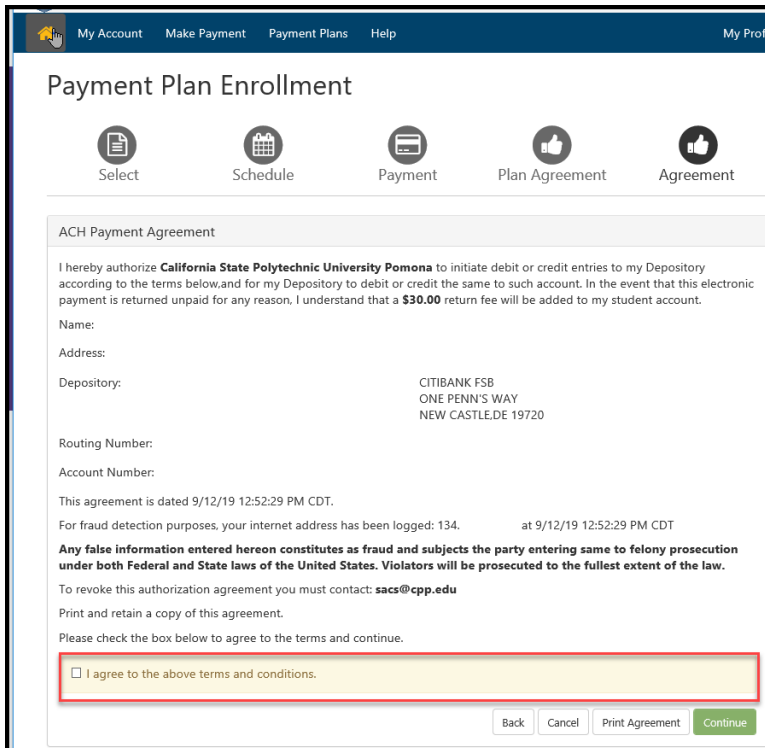
7. Read the "Payment Plan Agreement", and agree to continue
8. Select you method of payment, credit card or electronic check. And select "Continue"

NOTE: Credit/Debit cards have a 2.75% service fee. Electronic checks don't have service fees, and they can be from a checking or savings account. For instructions on e-Checks, please visit <https://www.cpp.edu/student-accounting/payment-options/faq-cashnet.shtml#Q6>



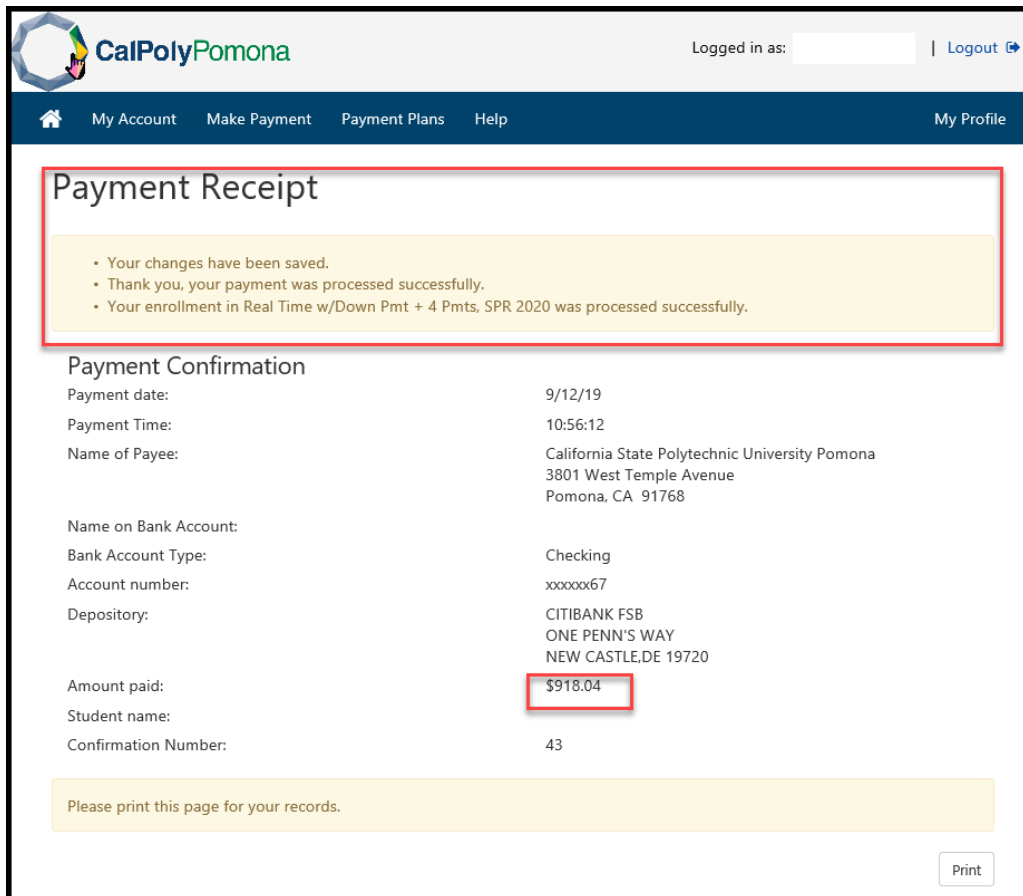
The screenshot shows the 'Payment Plan Enrollment' page. At the top, there are navigation links: My Account, Make Payment, Payment Plans, Help, and My Profile. Below the title, there are four icons: Select, Schedule, Payment, and Agreement. A yellow warning box contains two bullet points: 'You must pay the plan fees before enrollment can be processed.' and 'You will be responsible for making installment payments on time, through this system, in person, or via mail.' The 'Method' dropdown menu is open, showing three options: 'Select Method', 'Electronic Check (checking/savings)' (highlighted in blue), and 'Credit Card via PayPath *'. To the right of the dropdown are 'Back', 'Cancel', and 'Continue' buttons. Below the dropdown, a note states: '*Credit card payments are handled through PayPath®, a tuition payment service.' At the bottom, a section titled 'Electronic Check' explains that payments can be made from a personal checking or savings account.

9. Read the Payment Agreement, and agree to continue with the payment



The screenshot shows the 'ACH Payment Agreement' section of the 'Payment Plan Enrollment' page. The navigation links at the top are the same. Below the icons, the 'ACH Payment Agreement' section contains the following text: 'I hereby authorize California State Polytechnic University Pomona to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$30.00 return fee will be added to my student account.' It then asks for 'Name:', 'Address:', 'Depository:' (with the address: CITIBANK FSB, ONE PENN'S WAY, NEW CASTLE, DE 19720), 'Routing Number:', and 'Account Number:'. It states 'This agreement is dated 9/12/19 12:52:29 PM CDT.' and 'For fraud detection purposes, your internet address has been logged: 134. at 9/12/19 12:52:29 PM CDT'. A bolded warning states: 'Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.' It provides contact information: 'To revoke this authorization agreement you must contact: sacs@cpp.edu' and asks to 'Print and retain a copy of this agreement.' At the bottom, it says 'Please check the box below to agree to the terms and continue.' A red box highlights the checkbox and text: ' I agree to the above terms and conditions.' Below this are 'Back', 'Cancel', 'Print Agreement', and 'Continue' buttons.

10. You will receive a payment receipt. And the payment will show on your Bronco account in a few minutes



The screenshot shows a web page for CalPoly Pomona. At the top left is the CalPoly Pomona logo. To the right, it says "Logged in as:" followed by a blank field and a "Logout" link. Below this is a navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Help", and "My Profile". The main content area is titled "Payment Receipt" and contains a yellow box with three bullet points: "Your changes have been saved.", "Thank you, your payment was processed successfully.", and "Your enrollment in Real Time w/Down Pmt + 4 Pmts, SPR 2020 was processed successfully." Below this is a "Payment Confirmation" section with a table of details. The "Amount paid" field is highlighted with a red box and contains the value "\$918.04". At the bottom of the page, there is a yellow box with the text "Please print this page for your records." and a "Print" button.

CalPolyPomona

Logged in as: | Logout

My Account Make Payment Payment Plans Help My Profile

Payment Receipt

- Your changes have been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Real Time w/Down Pmt + 4 Pmts, SPR 2020 was processed successfully.

Payment Confirmation

Payment date:	9/12/19
Payment Time:	10:56:12
Name of Payee:	California State Polytechnic University Pomona 3801 West Temple Avenue Pomona, CA 91768
Name on Bank Account:	
Bank Account Type:	Checking
Account number:	xxxxxx67
Depository:	CITIBANK FSB ONE PENN'S WAY NEW CASTLE,DE 19720
Amount paid:	\$918.04
Student name:	
Confirmation Number:	43

Please print this page for your records.

Print

Contact Information at

<https://www.cpp.edu/~student-accounting/about.shtml>