

Payment Plan Enrollment Tutorial

Navigation: **Student Homepage**

1. Select the **Financial Account** tile.

ctcLink My Institution View Welcome Renton Technical College!

RTC RENTON TECHNICAL COLLEGE®

Canvas

Student Homepage

Your Gateway to ctcLink

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

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Message Center

Tasks

No current tasks

Academic Progress

Manage Classes

Financial Aid

Financial Account

Academic Records

Profile

XX270CS01

Additional Resources

2. The **Account Balance** page displays.
3. Select the **Payment Plans** button on the left menu to expand and show the **Enroll in Payment Plan** options:
 - a. Nelnet Payment Plan
 - b. Enroll in Payment Plan

Account Balance

What I Owe

Term	Charges & Deposits	Total Due
FALL 2023	1,350.50	1,350.50
Total	1,350.50	1,350.50

Currency used is US Dollar

4. After selecting **Enroll in Payment Plan**, the **1. Select Payment Plan** page displays and is the first of four plan enrollment steps.
5. Select the applicable plan and then select Next.

1. Select Payment Plan

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.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
Fall 23_Payplan 2237_3 pymts Fall Qtr payment plan-1st payment due 8/22/23, 2nd payment due 9/21/23, final payment due 10/23/23. A \$25.00 non-refundable fee is added to the payment plan. \$25.00 fee can will only be captured with first payment if paying with cashier, otherwise fee will be captured with final payment..	10,000.00	3	08/23/2023

Currency used is US Dollar

Cancel Next

[Go to top](#)

8. The **2. Review Installments** page displays.

9. After confirming the Installment Schedule, Administrative Fee, term, and dates - continue by selecting the **Next** button.

ctcLink Student Homepage 2. Review Installments

Account Balance

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

Enroll in Payment Plan

2. Review Installments

You have selected Fall 23_Payplan 2237_3 pymts.

Fall Qtr payment plan-1st payment due 8/22/23, 2nd payment due 9/21/23, final payment due 10/23/23. A \$25.00 non-refundable fee is added to the payment plan. \$25.00 fee can will only be captured with first payment if paying with cashier, otherwise fee will be captured with final payment..

Eligible Charges 1,350.50

Plan Amount 10,000.00

Number of Installments 3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
08/23/2023	450.18	25.00	475.18
09/23/2023	450.16		450.16
10/24/2023	450.16		450.16
Total	1,350.50	25.00	1,375.50

Currency used is US Dollar

Important: The Installment Schedule is based on your current eligible charges of 1,350.50. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.

Cancel Previous **Next**

10. The **3. Agreement** page displays below.

11. Confirm that you understand the agreement by selecting the **'Yes, I have read the agreement'** check box.

12. Select the **Enroll** button.

ctcLink Student Homepage 3. Agreement

Account Balance

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

Enroll in Payment Plan

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

Fall 23_Payplan 2237_3 pymts

You are about to enroll in Fall 23_Payplan 2237_3 pymts.

Fall Qtr payment plan-1st payment due 8/22/23, 2nd payment due 9/21/23, final payment due 10/23/23. A \$25.00 non-refundable fee is added to the payment plan. \$25.00 fee can will only be captured with first payment if paying with cashier, otherwise fee will be captured with final payment..

Plan Amount 1,350.50

Administrative Fee 25.00

Total Plan Amount 1,375.50

Number of Installments 3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
08/23/2023	450.18	25.00	475.18
09/23/2023	450.16		450.16
10/24/2023	450.16		450.16
Total	1,350.50	25.00	1,375.50

Currency used is US Dollar

Important: The Installment Schedule is based on your current eligible charges of 1,350.50. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 08/16/2023 Yes, I have read the agreement

Cancel Previous **Enroll**

13. The **4. Result** page displays.


14. The page shows that the you are now enrolled in the payment plan.

[< ctcLink Student Homepage](#) 4. Result

- Account Balance
- Charges
- Payments
- 1098-T
- Payment Plans
 - Nelnet Payment Plan
 - Enroll in Payment Plan**
 - Other Account Activities

Enroll in Payment Plan 1 2 3 4

4. Result

 Congratulations!

You have successfully enrolled in Fall 23_Payplan 2237_3 pymts. Please keep the installment schedule for your reference.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
08/23/2023	450.18	25.00	475.18
09/23/2023	450.16		450.16
10/24/2023	450.16		450.16
Total	1,350.50	25.00	1,375.50

[View my Account](#)

15. Process complete.