


Nelnet Tuition Payment Plan Enrollment Guidance

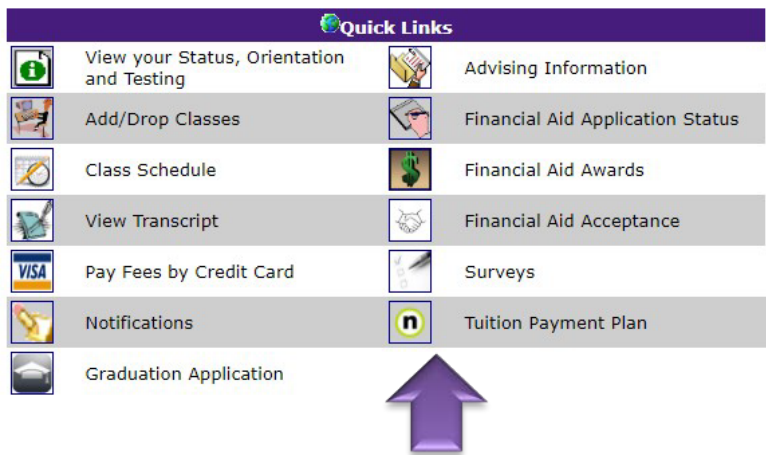
1. Login to myLSUS
2. Select Tuition Payment Plan
3. Review Terms and Agreement Policy
4. Click Proceed
5. Allow Popups – if popups are blocked (refresh page if necessary)
 - a. Check Fees is an indicator that popups are blocked
6. Complete Nelnet Account Page
 - a. Contact Information will be provided from myLSUS
 - b. Provide a valid email address
7. Create a 4-Digit Pin)
8. Create two telephone security questions and answers
9. Confirm tuition and fee balance and/or add an authorized party
10. Click Set up a Payment Plan
11. Review payment plan options
12. Provide payment source information
13. Review pending payment schedule
14. Review and authorize final payment plan agreement to enroll
15. Confirmation agreement will be emailed to provided email address

1. Login to myLSUS



The myLSUS login interface is divided into two main sections: Public Access and Student Access. The Public Access section, labeled '(No Password Required)', includes links for Course Schedules, GPA Calculator, and Course Descriptions. The Student Access section, labeled '(Password Required)', features input fields for Student ID and PIN, along with Logon and Help buttons.

2. Select Tuition Payment Plan



The Quick Links menu is presented as a grid of buttons with icons. The buttons include: View your Status, Orientation and Testing; Add/Drop Classes; Class Schedule; View Transcript; Pay Fees by Credit Card; Notifications; Graduation Application; Advising Information; Financial Aid Application Status; Financial Aid Awards; Financial Aid Acceptance; Surveys; and Tuition Payment Plan. A large purple arrow points upwards to the Tuition Payment Plan button.

3. Review Terms and Agreement Policy

Louisiana State University Shreveport, in cooperation with the NELNET Corporation, is pleased to offer students a tuition installment plan. You may use the plan for any term you attend LSUS; however, a new plan is required for each term. The earlier you sign up, the more payment options you have. In order to sign up for TPP, you must have registered for your courses. When you proceed, you will be required to provide NELNET with an active email address as well as a method of payment for the down payment and future payments. LSUS strongly suggests that you activate and utilize your student email account. The down payment along with a \$25.00, \$30.00, or \$35.00 non-refundable enrollment fee will be due at the time of enrollment in the Tuition Pay Plan. It takes one business day for processing. Your TPP coverage will be applied to your registration by noon of the next business day. [Check your pay date.](#)

Schedule Changes

By signing the NELNET TPP agreement, you are authorizing LSUS to adjust your tuition payment plan by the amount of your schedule changes. Any increases or decreases in your tuition amount will be adjusted daily to reflect the current amount owed LSUS. Your payments to NELNET will be adjusted accordingly.

The time frame in which increases may be made to plans is limited to the enrollment period for the Tuition Pay Plan. Refer to the enrollment schedule for the dates for the current term ([Tuition Pay Plan Flyer](#)).

Refunds

All refunds will be issued by Louisiana State University Shreveport approximately 30 days after the end of the drop/add period for Session 1. A check will be mailed to the student at the address on file with Louisiana State University Shreveport.

Questions?

[Campus Cashier's office.](#)

You do not owe any fees. Read on!!!!

An amount will default in the tuition field that can be changed to the amount you need to cover your fees. This amount may be changed by contacting your NELNET representative.

Proceed

4. Click Proceed



LSUS | Accounting Services

5. Allow Popups – if popups are blocked (refresh page if necessary)
 - a. Check Fees is an indicator that popups are blocked



**It takes one business day for processing.
Your TPP coverage will be applied to your account by noon of the next business day.
Check your payment due date on your schedule.**

Check Fees

6. Complete Nelnet Account Page
 - a. Contact Information will be provided from myLSUS
 - b. Provide a valid email address
7. Create a 4-Digit Pin
8. Create two telephone security questions and answers

Create Account

[Go To Old Create Account Page](#)

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose

4-Digit PIN*	<input type="text" value="1234"/>
Telephone ID (Question 1)*	<input type="text" value="-- Select --"/>
Question 1 Answer*	<input type="text"/>
Telephone ID (Question 2)*	<input type="text" value="-- Select --"/>
Question 2 Answer*	<input type="text"/>

9. Confirm tuition and fee balance and/or add an authorized party
10. Click Set up a Payment Plan

Current Balance \$3,742.17 Transaction Details	TestAccount1@factsmgt.com
SUMMER 2020 Current Charges	Register to receive text services on your mobile phone.
AMOUNT DUE \$3,742.17	Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.
Set up a Payment Plan	

11. Review payment plan options

Payment Plan Options

Amount Due to Louisiana State University Shreveport: \$3,742.17

Select a payment schedule

Show: All Items Selected

Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	\$748.43	4	June 2020	\$748.44	20th	11 Jun 2020	\$45.00

12. Provide payment source information

Payment Details

Please enter your primary financial account for payments

Pay using: -- Select --

Card transactions for Louisiana State University Shreveport are processed by Nelnet Campus Commerce, USA.

Louisiana State University Shreveport allows you to pay using a bank account (checking or savings) or a credit card (Visa, Mastercard, Discover or American Express).

13. Review pending payment schedule

Payment Schedule

Future Payment Schedule

Payments will be on the 20th of the month.

Payment Date	Description	Amount
Monday, June 22, 2020	Payment	748.44
Monday, July 20, 2020	Payment	748.44
Thursday, August 20, 2020	Payment	748.44
Monday, September 21, 2020	Payment	748.42

Card transactions for Louisiana State University Shreveport are processed by Nelnet Campus Commerce, USA.

14. Review and authorize final payment plan agreement to enroll

Review & Authorize

Nelnet Returned Payment Fee Policy

<p>Amount Due Today</p> <p>\$793.43</p> <p>Payment Method Mastercard - 1111 (Change)</p>	<p>Remaining Amount</p> <p>\$2,993.74</p> <p>Payment Method Mastercard - 1111 (Change)</p>	<p><input type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)</p> <p>Back Authorize Cancel</p>
---	---	---

15. Confirmation agreement will be emailed to provided email address

Thank You

Thank you for completing a payment plan for Louisiana State University Shreveport. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More](#).

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Amount Paid Today \$793.43 Mastercard - 1111	Agreement Number 101 141 135 Remaining Amount \$2,993.74 Mastercard - 1111	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 11 Jun 2020) Done Print
--	--	--

** There is one payment plan provided per semester. Fall semester classes begin August – December. Spring semester classes begin January – May. Summer semester classes begin as early as May – August. We advise students to enroll in all desired classes for the semester prior to enrolling in the payment plan.

** Students utilizing a Nelnet Tuition Payment Plan may be issued a refund if a class is dropped on or before the last day to drop for 100% refund. The payment plan balance will be adjusted/reduced by the available refund amount for any drops made after the 100% refund date. For example, if a student drops during the 40% refund period, the cost of tuition will be reduced by 40% and the unpaid balance of the 60% remaining is spread amongst the remaining monthly payments. If a student receiving a refund is enrolled in a Nelnet Tuition Payment Plan, as well as those that receive Federal Title IV grants or loan funds, must first wait until Federal Funds are disbursed prior to receiving a refund from the Nelnet Plan.

*** Students who drop after the 100% refund period may have an unpaid balance on their student account after the payment plan ends. A student will not be permitted to register for a future semester until all prior debt is paid in full (i.e. receivable balances, obligations, etc.). All student accounts must reflect a zero-dollar balance to register for all semesters.