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DETERMINE YOUR PAYMENT STATUS

Step 2

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**MAKE A PAYMENT OR SET UP A
PLAN IN NELNET**

Step 4

**KEEP YOUR ACCOUNT IN GOOD
STANDING**

Step 5

**ADD AN AUTHORIZED PAYER
(OPTIONAL)**

DETERMINE YOUR PAYMENT STATUS

1

- Log into Student Workday to check your account balance and financial aid status.
- If your financial aid is approved and covers your tuition and fees, no further action is needed.
- If your financial aid is not approved or only covers part of your costs, you must:
 - Pay in full using an accepted method.
 - Set up a payment plan through Nelnet.

CHOOSE YOUR PAYMENT METHOD

2

Business Office Payment

- Pay in full by cash, check, money order, or credit card (Visa, MasterCard, Discover) at any campus: De Queen, Nashville, or Ashdown.
- Call 870-584-1113 or 870-584-1127 to pay over the phone.

MAKE A PAYMENT OR SET UP A PLAN IN NELNET

3

If you cannot pay in full, you must set up a payment plan within the first week of classes.

1. Log into Student Workday.
2. Go to Financials Hub > Make a Payment.
3. Select CCCUA – Online Payment.
4. Enter the Nelnet site and choose:
 - Pay in full
 - Pay partially
 - Set up a monthly payment plan (payment plan options have limited date availability – check portal each semester for enrollment dates)
5. Provide payment details (credit card, checking, or savings account).
6. Pay the \$35.00 setup fee per semester for the Nelnet Payment Plan.
7. Confirm and submit your payment.

KEEP YOUR ACCOUNT IN GOOD STANDING

4

- Pay your balance in full or set up a payment plan within the first week of classes (or earlier) to avoid penalties.
- Any unpaid balance by the end of the semester is considered overdue and may be sent to collections, incurring additional fees.
- If your account has an overdue balance at the end of the semester, you will not be able to enroll in future semesters and holds will be placed on your transcripts and diplomas.
- To qualify for priority (early) enrollment for the next semester, your account must be in good standing. (Example: If on a payment plan, at least half of your balance should be paid by the semester's midpoint.) Students who are allowed to enroll but then fail to pay off their balance by the end of the semester will be dropped from the upcoming semesters.
- Overdue accounts may result in loss of eligibility for work-study or student employment.
- NSF (non-sufficient funds) checks will result in additional fees and could lead to legal action.

ADD AN AUTHORIZED PAYER (OPTIONAL)

5

1. Log into Nelnet via Student Workday.
2. Go to Authorized Payers.
3. Add a new payer and enter their email.
4. They will receive setup instructions.

NEED ASSISTANCE?

Contact the Student Financial Office for help with payments or account setup.



(870) 584-1113 | (870) 584-1127 | (870) 584-1115



AskBusinessOffice@cccu.edu