

To sync Payment Plan balance with Student Account balance

Follow these instruction if you have added or dropped charges on your Student Account after you have set up a payment plan, or if Financial Aid has been added or adjusted on your Student Account.

- Login to payment plan
- Verify balance and adjustment that has been made on student account

The screenshot shows a student account dashboard. At the top left, it says "Hello Student". Below this is a "Payment Activity" section with a current balance of \$4,712.20 and a "Make a Payment" button. A yellow box highlights a "Balance Difference of -\$375.00" with a note: "An adjustment to the payment plan(s) is needed to match the Student account for this term." Below this is a table with columns "ACTIVITY" and "AMOUNT DUE". The table shows "Payment Plan (101 105 821)" with an amount due of \$5,087.20. An "Actions" dropdown menu is visible next to the activity name. To the right, there is a "STUDENT NAME" section with contact information and a "Good Bank - 1234" section. Below that is an "Other Services" section with a link to "Tuition Policy".

Adjustment that has been made to student's bill

- Click action tab

This screenshot shows the "Actions" dropdown menu for the payment plan. The menu is open, showing options: "Adjust Balance", "Change Financial Account", "Request a New Plan Owner", and "View Details". The "Adjust Balance" option is highlighted with a blue arrow. The background shows the same dashboard as the previous screenshot, with the "Balance Difference" box and the "Payment Plan (101 105 821)" entry.

- Select Adjust balance
(This will adjust remaining payments to cover the adjustment that have been made on the account.)

Current scheduled payments

Balance Adjustment

Student Account Balance: -\$375.00 adjustment

Payment Schedule


DATE	DESCRIPTION	CURRENT AMOUNT	NEW AMOUNT
15 Aug 2019	Payment	\$1,695.74	\$1,570.74
16 Sep 2019	Payment	\$1,695.74	\$1,570.74
15 Oct 2019	Payment	\$1,695.72	\$1,570.72

New scheduled payments due to adjustment on account

[Cancel](#) [Apply](#)

- Verify payments have adjusted correctly
- Click Apply

[← Back to Home](#)

 **Success!** The change was made and saved. x

[Proceed to Home](#)

- Click Proceed to Home to return to home screen