

Payment Plan Instructions

Important Information

- Available **online only** for Fall, Spring, and Summer semesters!
- \$40 non-refundable payment plan fee along with the first payment is due when you sign up!
- You **must** be prepared to pay by checking/savings account or credit card on-line.
- This is an **AUTOMATIC** payment system. Payments will automatically be deducted from/charged to the method of payment you select.
- Please note there will be additional fees if payment is denied for **any** reason!
- YOU WILL RECEIVE A CONFIRMATION EMAIL SENT TO YOUR RCGC STUDENT ACCOUNT. YOU WILL ALSO RECEIVE EMAILS WITH IMPORTANT PAYMENT PLAN INFORMATION, INCLUDING INSTALLMENT AMOUNT CHANGES, EXPIRING CREDIT CARDS, INSTALLMENT DUE DATE REMINDERS, ETC.

Directions to access the Payment Plan

- Go to RCGC's Website (www.rcgc.edu)
- Sign into the portal using your current RCGC network information
- Click on the Academics tab
- Under View or Pay My Bill, click Term Bill
- Scroll to the bottom of the page and click on Payment Plan (This will link you directly to the payment plan website)
- Read the **ANNOUNCEMENTS** carefully
- Click on the "PAYMENT PLANS" tab at the top of the page and continue the enrollment process

Making changes to the payment plan

****Account numbers cannot be edited****

In order to change an account number, you must complete step #1 and #2 below:

1. Create a new method of payment

Click the "My Profiles" tab. Then click "Add new payment method." You will receive confirmation that the new method was saved.

2. Change the future installments to use that new method of payment

Click the "Payments" tab. Then click "Edit" next to the payment installment. Select the new payment method from the drop down box. Click "Save" to confirm the update. ****This must be done for EACH payment installment that you want to change!**

3. Delete the old method of payment (if necessary)

Click the "My Profiles" tab. Then click "Saved payment methods." The methods of payment that you have created will appear. Click the word "Delete" next to the payment method that you want to remove. You will receive confirmation that the deletion was accepted.

Editing a credit card expiration date:

Click the "My Profiles" tab. Then click "Saved payment methods." The methods of payment that you have created will appear. Click the word "Edit" next to the payment method that you want to change. You will receive confirmation that the change was saved.