Setting Up a CFI Monthly Payment Plan

To enroll: Visit www.cfnc.org

- Select the “Pay” tab near the top of the screen.
- Select the “Installment Payment Plan” option just under the “Pay” tab.
- Click the link on the right that says “want to enroll in the CFI payment plan now?”
- Create a user name and password, or log into your account if you already have one.
- Choose “Montreat College”.
- Choose the academic year.
- Choose the payment plan type: “Spring” only. You cannot use the Full Year plan for the Spring semester. Check yes or no on required fields and then hit continue.
- Enter Student ID-this number is on the student’s bill; e.g. 000-14-5555
- Select student group and hit continue
- Enter the total amount DUE in the field called “Semester or Annual Charge.” For a Spring only plan, this would be the “payment due” amount on the bottom of your bill on the right.
- Leave all other fields blank except “E. Select Number Of Payments.” Choose from the dropdown the number of payments desired.
  - There are 3, 4 and 5 month plans.
  - The 5 month payment plan begins December 1st. If you are setting up the plan at the end of December or the beginning of January and choose the 5 payment plan, you will have to pay the December 1st payment AND the January 1st payment (as well as the enrollment fee).
  - The 3 and 4 month payment plans begin January 1st.
  - All payment plans must be completed by April 1st.
- Click “Calculate now” and you will see the details of your payment plan.
- Click continue and fill out all the requested information
- Follow instructions to complete the enrollment process and arrange to pay your enrollment fee and first installment.
- You must pay the enrollment fee AND make your first monthly payment for your plan to be in approved status.
- If your plan is not in APPROVED status (meaning that you paid the enrollment fee and the first month's installment) you will NOT be cleared to check in or begin classes.

For more information call (866) 866-CFNC