



PAYMENT PLAN GUIDELINES

Please follow instructions below:

1 Getting Started

Payment plans can be applied to courses with tuition amounts equal or greater than \$500. An additional 10% of tuition will be added as payment plan fee.

The first step is to create an account with our registration system:

[\(REGISTRATION\)](#)

Once you've created an account, fill out our payment plan application form.

[Application Form](#)



2 Approval Process

Your application will be reviewed by our office within a few business days.

If approved you will receive an email from our office with confirmation.

A payment plan will be set up on your Xenegrade account including the additional 10% payment plan fee. Invoices will be created with the due dates required. The email will indicate your approval and instructions on how to pay your first deposit and subsequent invoices on your account. Your first initial deposit MUST include 50% deposit plus your registration fee.

3 Final registration

Once you've made the first deposit (50% plus registration fee), you may send us an email at ace@ccny.cuny.edu. We will confirm the payment and change the registration status to "Enrolled/On Hold".

You will be responsible for making a payment on the 20th of each month for the remainder of the tuition to avoid jeopardizing your enrollment in the course.

Learn
with us!

For any questions or concerns, please email us at ace@ccny.cuny.edu

Thank you for considering the office of Continuing and Professional Studies at The City College of New York