SOUTHEASTERN PAYMENT PLAN INSTRUCTIONS

Students may enroll in the Southeastern Payment Plan online through their LeoNet account (step-by-step directions below).

Instructions for the Online Southeastern Payment Plan

Enroll in all classes and make all changes before enrolling into the Southeastern Payment Plan.

Log into your LeoNet account

>Self Service

>>Campus Finances

>>>Enroll in Payment Plan

- Please read the Southeastern Payment Plan information – select the Southeastern Payment Plan (mark the circle to the left of the Southeastern Payment Plan). Press NEXT at the bottom of the page.
- Review the payment schedule. Press NEXT at the bottom of the page if you agree with the payment schedule.
- Read the contract carefully and print this page for your records. If you agree with the contract, select “Yes, I have read the agreement” at the bottom of the page and press ENROLL.
- You are now enrolled in the Southeastern Payment Plan.

Please keep payment schedule and due dates for your records.

YOU WILL NEED TO PAY THE PROCESSING FEE ($45.00) AND THE FIRST INSTALLMENT BEFORE YOU WILL BE ABLE TO CHECK INTO HOUSING AND/OR PICK-UP RENTAL BOOKS.

To make an online payment, do the following:

>View My Account

>>Make A Payment

DO NOT HIT THE “BACK” BUTTON WHILE “PROCESSING” OR AFTER TRANSACTION

- Enter the amount of the processing fee and installment in the “PAYMENT AMOUNT” box.
- Click NEXT
- Follow the instructions to input the Credit Card information. Enter the information EXACTLY as it appears on your credit card.
- Ensure the Credit Card Billing information is the same as your credit card billing address. You must enter a telephone number where we can contact you.
- Enter “EMAIL ADDRESS”
- Click NEXT
- Check the information for accuracy, then click SUBMIT.

DO NOT CLICK MORE THAN ONCE. Doing so could result in duplicate charges to your credit card. Credits for duplicate payments are not processed immediately.

- Review the Confirmation Page to ensure the payment has been accepted. Print the last page; this is your receipt for future verification.
- Click SIGN OUT

For additional information contact: studentaccounts@selu.edu