

Instructions on How to View your Balance and Pay your Bill

Log In

The first step is to log into my.carthage.edu and click on the “Finances” tab. From there you will select “My Account Information/Pay My Bill” on the left-hand side of the screen. This will take you to the NelNet system. This is the system you will use to see your current balance and pay your bill.

Register Your Account

If you have not used the system you will need to follow the instructions on the screen to register your account. You will only need to do this once. After you register your account you can take the following actions in the system:

View Your Balance

On the home screen, you will see your cumulative balance of all charges. If you click on transaction details it will show you both the charges and the financial aid that has been applied to your account. If you do not see the financial aid that you had been anticipating, it could mean that you have not turned in the proper paperwork or accepted your loans.

Who Can Make Payments?

Anyone! Students have the ability to add authorized users that will give access to anyone they would like to make a payment on their account. Students should select “add authorized user” on the lower right-hand corner of the NelNet home screen and follow the prompts. Each user has their own account and their credit card or bank information is kept private.

How do I Make My Payment?

You can make a payment in several ways. Students and authorized payers can make payments from a bank account, credit card, debit card or can also set up a payment plan in the NelNet system.

Payment Due Dates

Fall tuition is due by July 28th

Spring tuition is due by January 5th

Tuition that is paid in full for the year before June 1st will receive a 2% rebate.

One-time Payments

You can pay a balance due by selecting “make a payment” in the NelNet system. You will see the amount due by the term. Students and authorized payers can indicate how much they would like to pay and how they would like to make payment (bank account, credit card, or debit card).

Payment Plans

Students and authorized payers can also set up payment plans. The earlier you do this the better as you can have smaller payments to make over the course of a longer period of time. To do so you can select either the undergraduate (Freshmen, Sophomore, Junior, or Senior) or graduate payment plan (post-undergraduate) option. The schedules are below.

Fall payment plans open on May 1st

Sign up Online	Required Down Payment	Number of Payments	Months of Payments
May 1- June 29	None	6	July 1- December 1
May 1- July 28	None	5	August 1- December 1
May 1- August 30	None	4	September 1- December 1
August 31- September 29	None	3	October 1- December 1
September 30- October 28	None	2	November 1- December 1

Spring payment plans open on December 10th

Sign up Online	Required Down Payment	Number of Payments	Months of Payments
December 10- December 30	None	5	January 1-May 1
December 31- January 28	None	4	February 1- May 1
January 29- February 25	None	3	March 1- May 1
February 26- March 30	None	2	April 1- May 1