**Student and Authorized Parties: How to set up multiple Payment Plans**

Allegheny College will allow multiple payment plan agreements per student per term. Nelnet refers to this as **Parallel Agreements**. Parallel agreements are commonly used for students who have multiple parties paying their tuition, such as parents maintaining separate households, sponsors and other family members who wish to financially contribute to the student’s education.

**Signing in**

Students will log in through their Self Service account. Authorized Parties will log in through the link provided in their confirmation email or click [here](#).

**Home page**

The Student or Authorized Party navigates to their Home Page and clicks the **Set Up a Payment Plan** button to enroll in a payment plan agreement. In the below example, the Student (Clara) will enroll in a payment plan.

![Payment Plan & Billing](image)

Hello Clara

The Student (Clara) clicks **Set up a Payment Plan**, enters any required information on the Welcome and Contact information screens, and then continues to navigate to the **Amount Due** screen.

**Amount Due**

The **Amount Due** field will automatically populate, but must be edited by the first Student or Authorized Party to set up a payment plan in order for there to be a balance for a second payment plan to be set up in the same term. In the below example, the Student (Clara) edits the $5,000 balance to $2,000 for their payment plan enrollment. That will leave a $3,000 remaining balance for another Authorized Party to set up a payment plan for the term.
The Student (Clara) proceeds to complete the rest of the fields in their payment plan enrollment. See How to Set up a Payment Plan for more details.

Home page with a payment plan in place
Once the Student or Authorized Party finalizes their payment plan enrollment, they are redirected to their Home page. The Student's (Clara's) Payment Plan Agreement Number and their plan balance are displayed in the Activity section of the page (this plan required a down payment of $1,200 during enrollment, so the payment plan balance is $800).

Hello Clara

- The **Balance Difference** ($3,000) is displayed, indicating there is a remaining balance for the term that is not included in the payment plan.
- This student has two Authorized Parties on their account. One or both Authorized Parties can log in and set up a payment plan for the term.
How to Set up an Additional Payment Plan – Parallel Agreement

An Authorized Party (Theo) now logs in and lands on his Home page.

The remaining balance of $3,000 that can be set up for a payment plan is displayed. If payment plan enrollment is no longer open the Set Up a Payment Plan link is not shown. The Student or Authorized Party would only be able to click the Make a Payment button to make a payment towards the balance.

The Authorized Party (Theo) can also see there is a payment plan in place that is owned by Clara Hunter.

The Authorized Party (Theo) clicks the Set Up a Payment Plan link to set up an additional agreement for the same term.

Amount Due

After confirming the Welcome and Contact information, the Authorized Party (Theo) will land on the Amount Due screen.

In the below example, the remaining balance of $3,000 is automatically populated. The Authorized Party (Theo) can set up a payment plan for the full remaining balance, or has the ability to edit the $3,000 to a smaller amount, leaving a remaining balance for another Authorized Party to set up a payment plan agreement.
The Authorized Party (Theo) continues with the enrollment, completes all screens as prompted, and finalizes his payment plan enrollment.

Authorized Party Home page

Upon finalization of the additional payment plan enrollment, the Authorized Party (Theo) is directed back to their Home page.

The Authorized Party (Theo) now sees two active payment plan agreements for the term. The entire balance for the term is now set up to be paid by the two payment plan agreements so there is no longer a Balance Discrepancy.
Actions menu
As an Authorized Party with limited access rights, Theo can only view and select the Actions menu for changes to his own agreement.
In contrast, the Student (Clara) has access rights to view and select Actions options for all agreements on their Student Account.

Additional Authorized Parties
If another Authorized Party (Mary) logs in, the Set Up a Payment Plan link is not displayed because there is no remaining payment plan eligible balance. Mary could click the Make a Payment button to make a payment toward the balance even though there are payment plans in place to cover the balance.