



## Welcome to NHTI!

We're glad to have you join our community!

### Important Payment Information – managing your student account at NHTI is easy!



#### Student Charges

When students register at NHTI, charges are posted simultaneously to their Student Information System (SIS) account at [sis.ccsnh.edu](http://sis.ccsnh.edu) under *Student > Student Account > View and Pay Account > Transaction Details*.

**PLEASE NOTE:** Each time students add a class, drop a class, receive financial aid, or make a payment, they should verify the transaction(s) on their student account.

#### Semester Payment Due Date

Tuition is always due two weeks prior to the first class day of the semester/session. **NHTI does not send paper bills.** It is the students' responsibility to view tuition, fees, and housing charges in their SIS account and make payment by the due date. Students who do not have a payment arrangement by the due date may incur a \$50 late fee. When a student registers after the payment due date, a payment arrangement (*payment in full, financial aid or the online installment payment plan*) must be made within one week of registration.

#### Online Installment Payment Plan

Each semester, the payment plan becomes available on the day registration opens. Students can enroll in the payment plan through the SIS. For more information go to [www.nhti.edu/student-resources/bursar](http://www.nhti.edu/student-resources/bursar) > How to Pay Your Tuition and Fees > Option 2.

#### Financial Aid

Can be used as an acceptable payment arrangement only after the FAFSA application for the current school year **and** all NHTI financial aid requirements are completed. Students should monitor their financial aid status in the SIS under *Financial Aid*. For additional information go to [www.nhti.edu/student-resources/bursar](http://www.nhti.edu/student-resources/bursar) > Financial Aid Recipients or contact our Financial Aid office by calling (603) 230-4013.

#### Refunds

Students can sign up to receive their refunds via Direct Deposit through the SIS account. Otherwise, a check will be mailed. For more information pertaining to refunds please visit [www.ccsnh.edu/ccsnh-student-refunds](http://www.ccsnh.edu/ccsnh-student-refunds).

#### Housing Students

Must have an acceptable payment arrangement in place prior to move-in day. Financial aid is usually not enough to cover tuition, fees, and housing charges; most housing students utilize a combination of financial aid, online payment plan and/or alternative/private loans. For information regarding alternative financial aid, please contact our Financial Aid Office.

#### Parents/Guardians: Access to SIS Accounts

Parents are not given access to the Student Information System (SIS). Students can set up "Authorized Payers" allowing parents/guardians direct access to view charges, make payments, or set up a payment plan. This is done by going to the *SIS account > Student > Student Account > View and Pay Account > Make a Payment*. Click on *Want to designate another payer?*

#### Correspondence

After students register, they are sent information regarding their SIS account and access to their student email. All correspondence concerning student accounts is sent via email to the NHTI student email address. **Please check your student email frequently.**

#### Please Note: **CONFIDENTIAL**

NHTI adheres to the **Family Education Rights and Privacy Act (FERPA)** that gives students access to their education records and control over the disclosure of their information. This includes information about account charges, credits and financial aid. NHTI must have on file student consent prior to disclosure of this information to anyone other than the student. Students may give consent by filling out the **Release of Student Information** form in the Registrar's Office.

**Unpaid student accounts** are sent to collections at the end of the semester. At that time significant additional collection fees may be incurred and the outstanding balance will be reported to the Credit Bureau.

Still have questions?

Go to <https://www.nhti.edu/current-students/payment-information/> or contact the Bursar's Office ▪ Email: [nhtibursar@ccsnh.edu](mailto:nhtibursar@ccsnh.edu) ▪ Phone: (603) 230-4012