

Bursar's Office

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Bursar's Office Checklist



Use this checklist to keep track of important steps that need to be completed!

Important: Tuition is always due two weeks before the start of classes.

Sign in to your Student Information System (SIS)

Go to www.NHTI.edu > Current Students > Student Portal > SIS

View your charges

Tip: NHTI does not send paper bills! When you register at NHTI, your charges are posted simultaneously to your SIS account at sis.ccsnh.edu under:

Student > Student Account > View or Pay Account > Transaction Details

Create your NelNet profile (*new students only*)

Tip: From your Nelnet dashboard, you can view your charges, make a one-time payment, set up a payment plan, sign up for electronic refunds, and much more!

Go to your SIS account > Student > Student Account > View or Pay Account > Manage Refunds

Set up an authorized payer

Is someone else paying your bill? No problem!

Go to your SIS account > Student > Student Account > View or Pay Account > Add an Authorized Party

Sign a Release of Information form

For us to be able to speak to anyone other than you (as the student) regarding your account, you must sign and file a Release of Information form with the Registrar's Office. This is needed in addition to setting a parent/guardian as an authorized payer.

Access AwardSpring

The Community College System of New Hampshire offers dozens of scholarships for its students! All you have to do to is apply at <https://ccsnh.awardspring.com>.

Questions? Visit us online at NHTI.edu/departments/bursar or contact the Bursar's Office at NHTIbursar@ccsnh.edu or 603-230-4012.

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