

**The following instructions will guide you through the PPL process in the SOLUS Student Centre**

- Under the **Finance** Tab, go to the '**other financial**' drop down menu and select the “**enrol in payment plan**” sub tab. This screen allows you to select the payment plan.
- Click the radio button to select the plan

**Note:** You will see a **Maximum Amount of \$25,000**. This does not mean your fees are \$25,000. This is an internal to Queen’s only amount.

- Click **NEXT** to go proceed to the next screen.
- **Review Instalments** - This screen shows you your scheduled payments and withdrawal dates. The instalment schedule is based on your current eligible charges.

If there are any charges that are reversed or reduced, then the instalments will automatically change accordingly. You are reminded to check this screen regularly - monthly is recommended.

- Click **NEXT** to proceed to the next screen.
- **Agreement**- At this screen you will be asked to accept the agreement. You will not be allowed to proceed until you have accepted the agreement
- Click **NEXT** to proceed to the next screen
- **Bank Information** - At this screen existing banking information will display. Please verify that it is correct. If the fields are blank, then you will be required to enter your banking information

**Exceptions :** International students who have not yet established their bank accounts. International students can attend the bank of their choice once they have arrived.

Once you have opened your bank account, then either log onto SOLUS and enter your banking information or submit a copy of a void cheque to the University Registrar’s Office. We will enter it for you.

- Click **ENROLL** to proceed to the next screen
- Results - This screen will confirm your enrollment into the PPL
- Click on **VIEW MY ACCOUNT** to proceed to the next screen
- **Account Summary**- This screen shows your account summary noting there should be a \$0.00 in the Current due field (unless you have outstanding ‘other’ fees owing).

***Please note that If you have unpaid debt from a previous term, you may NOT participate in a payment plan until the outstanding debt is paid.***