How to rebalance a payment plan

- Only the payment plan owner can rebalance the payment plan. If you are not the payment plan owner, you cannot rebalance the payment plan.
- If the student enrolled in the payment plan, the student is the owner of the plan.
- If an Authorized Payer enrolled in the payment plan, the Authorized Payer is the owner of the plan.
Step 1: Students log in to MyCUInfo. Authorized payers log in to CUBill&Pay, select Payment Plan and proceed to step 3.

Student log in page:

Authorized Payer log in page:
Step 2: Some students may need to select the **Student** tab. Then select **Billing Information** and click **View Payment Plans**.
Step 3: Click on the agreement ID number.
Step 4: Click **Balance Management**.
Step 5: Select Rebalance Payments Evenly and click **Rebalance Payments**.

**Warning:** Making an adjustment to your payment plan balance will affect the amount of the service fee that is assessed. The service fee is calculated based on 2.75% of your payment amount.

The service fee only applies to credit/debit card transactions.
Step 6: Review new details of the payment plan. This process is complete.