

**Description:** Nelnet is a third-party tuition management system Brandeis uses to collect tuition and other payments. Students can access Nelnet from their Workday accounts. This job aid describes how to view your account balances in the Nelnet Student Account Portal.

**Applies to:** Matriculated students

**Notes:** Technical and how-to questions regarding Nelnet should be directed to Nelnet's customer service department (800-609-8056).

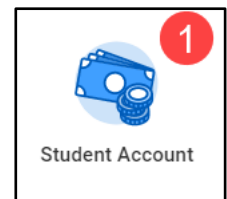
Any questions about Brandeis financials and balances should be directed to Student Financial Services, 781-736-3700 or [sfs@brandeis.edu](mailto:sfs@brandeis.edu)

Students will log into Nelnet through Workday with their Brandeis username and password.

**Instructions:** Fields not specified in this document are to be skipped or left blank.

## VIEW STUDENT ACCOUNT BALANCE

1. From your Workday homescreen, click the **Student Account** worklet.
2. Your Student Account Dashboard will display your balance through the current term. The **Total Account Balance** reflects all charges, payments, adjustments to charges and payments, disbursed and anticipated financial aid, as well as scheduled, future monthly payment plan payments that are not yet paid through the current term.



Balance Through Current Term 2

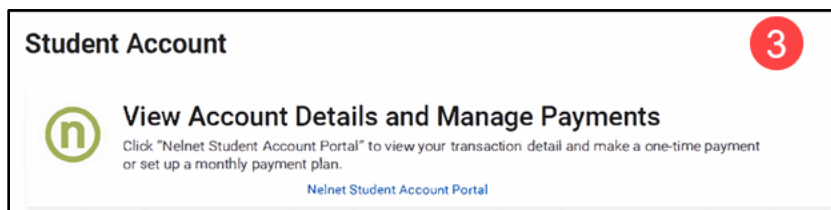
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SFS Student Account Balance (Student) BRANU ⚙️

| Student       | Student ID | Total Account Balance |
|---------------|------------|-----------------------|
| Summer Tester | 29000064   | 23,616.00             |

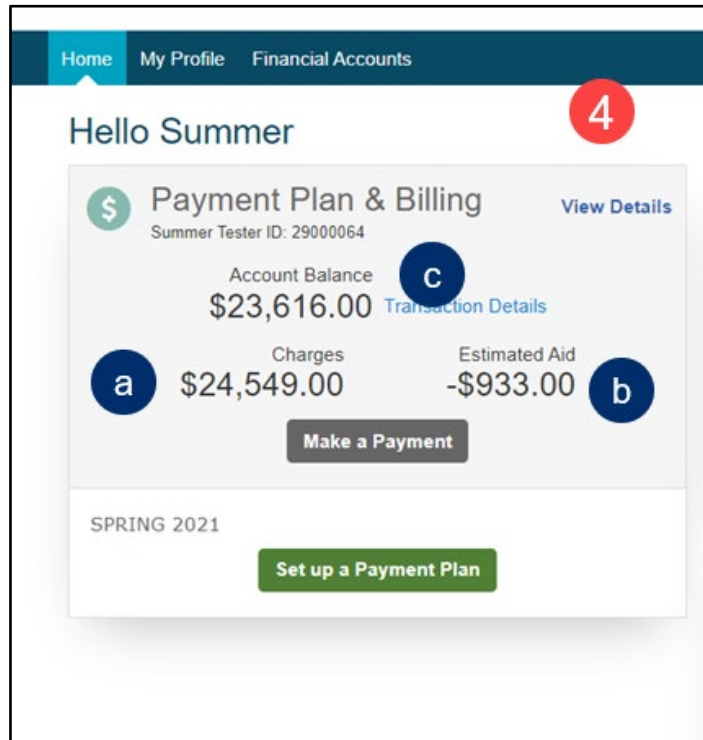
View More ...

3. To see the details making up the Total Account Balance, select the link to the **Nelnet Student Account Portal** at the top of the screen.



4. The Nelnet Student Account Portal will display your balance slightly differently, but the Account Balance is the same. The Nelnet Student Account Portal displays:

- a. Charges: the total of all charges and payments, adjustments to charges and payments, and disbursed financial aid.
- b. Estimated Aid: anticipated financial aid not yet posted to your charges. This could be because it is too early to disburse financial aid or aid Brandeis has not yet received, such as a private education loan or outside scholarship funds.
- c. Account Balance: the net of your Total Charges less Estimated Aid and the amount that you need to pay or set up on a monthly payment plan. If there is no Estimated/Anticipated aid you will only see the Account Balance.



5. If you enroll in a Payment Plan, the Account Balance will decrease as the actual payments are made, but not by the future monthly payment plan payments that are not yet paid. The monthly payment plan balance will be reflected below the account balance box. As each month's payment is made, the Account Balance and the Payment Plan Balance will decrease.

The example below is what a student's account looks like after a Payment Plan was set up to cover the balance. The Account Balance and Payment Plan AMOUNT DUE are the same. As long as all scheduled payments are made, the balance will be paid in full.

Hello Summer 5

\$

**Payment Plan & Billing**

Summer Tester ID: 29000064

Account Balance

**\$23,616.00**

Transaction Details

Charges

**\$24,549.00**

Estimated Aid

**-\$933.00**

Make a Payment

SPRING 2021

Payment Plan (101 145 856) 

Actions ▾

Plan owned by Summer Tester

AMOUNT DUE

**\$23,616.00**

6. The monthly payment plan payment amount is \$5904.00 per month. Once the first scheduled payment for the plan is made, both the Account Balance and the Payment Plan AMOUNT DUE will be reduced by the payment made and be the same figure.

Hello Summer 6

\$

**Payment Plan & Billing**

Summer Tester ID: 29000064

Account Balance

**\$17,712.00**

Transaction Details

Charges

**\$18,645.00**

Estimated Aid

**-\$933.00**

Make a Payment

SPRING 2021

Payment Plan (101 145 856) 

Actions ▾

Plan owned by Summer Tester

AMOUNT DUE

**\$17,712.00**

7. Once all scheduled payments are made on the monthly payment plan, both the Account Balance and the Payment Plan AMOUNT DUE will be zero to reflect a paid in full balance.