

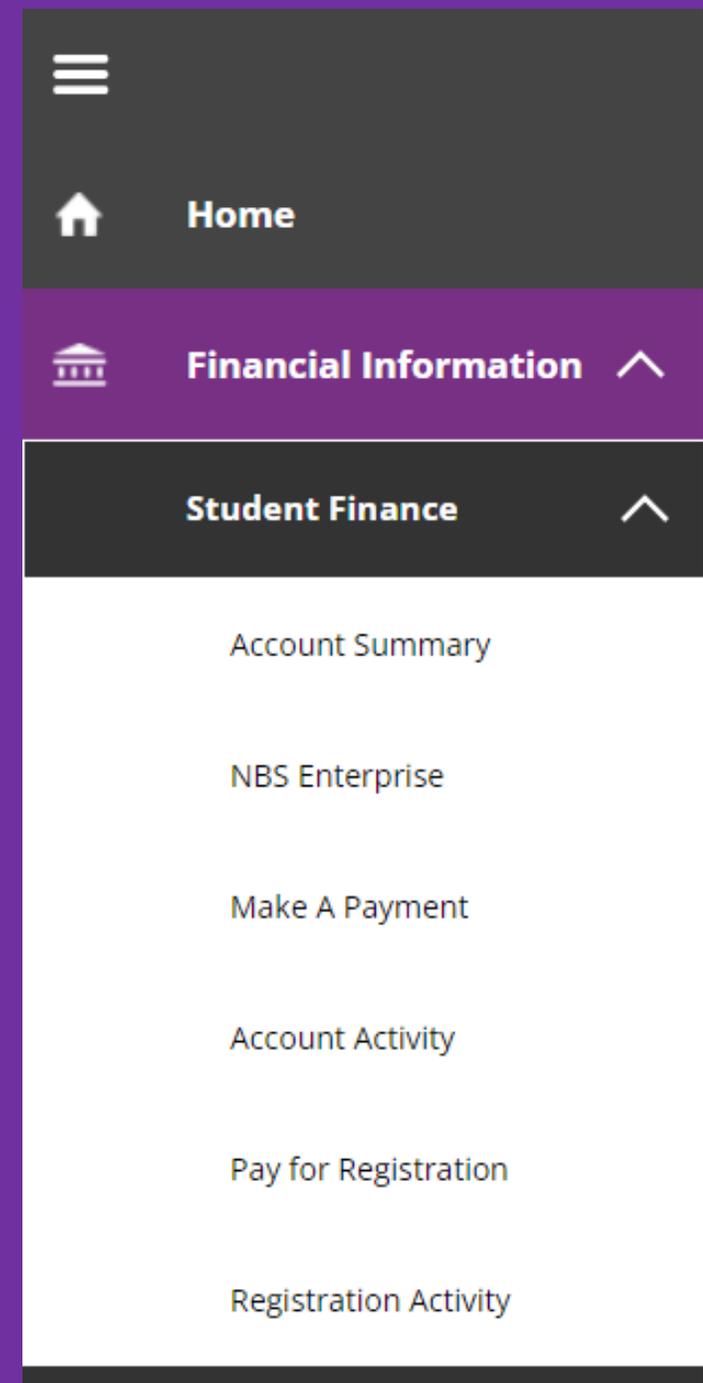


**Bergen Community College
Bursar's Office (OS-136)
Bursaroffice@Bergen.edu**

**Colleague Self-Service
Student Finance**

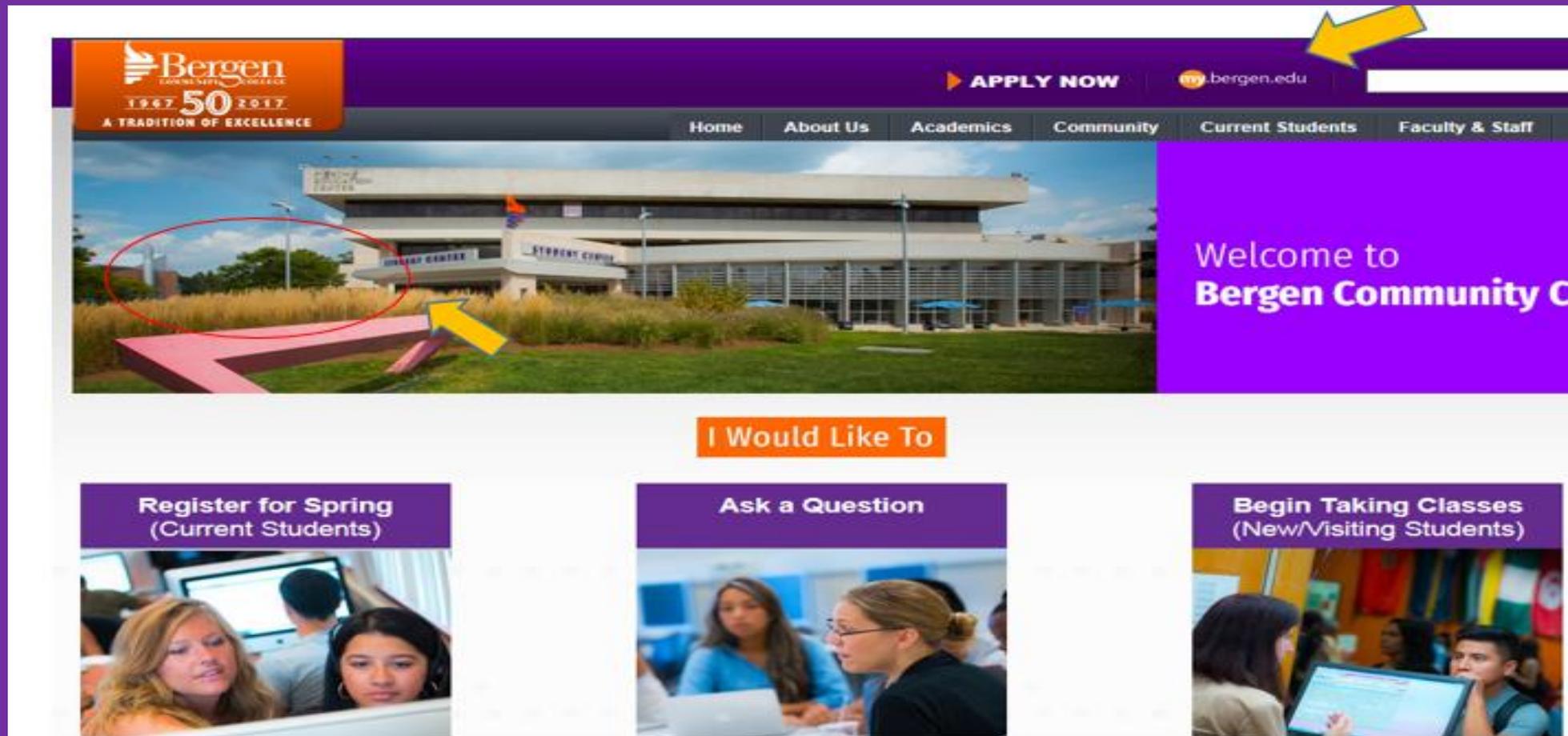
Student Finance Self-Service

- Provides access for students to:
 - ✓ **View Account Activity**
 - ✓ **View/Print Statement**
 - ✓ **Make a Payment**
 - ✓ **Create a Payment Plan**



To Access your Self-Service Account:

1. Go to my.bergen.edu



The screenshot shows the homepage of Bergen Community College. At the top left is the college logo with the text "Bergen COMMUNITY COLLEGE 1967 50 2017 A TRADITION OF EXCELLENCE". To the right of the logo is a purple navigation bar containing the text "APPLY NOW" and "my.bergen.edu". A yellow arrow points to the "my.bergen.edu" link. Below the navigation bar is a horizontal menu with links for "Home", "About Us", "Academics", "Community", "Current Students", and "Faculty & Staff". The main content area features a large photograph of a modern building with a red oval around a specific area and a yellow arrow pointing to it. To the right of the photograph is a purple banner with the text "Welcome to Bergen Community C". Below the main content area is a section titled "I Would Like To" in an orange box. This section contains three purple boxes with white text and images: "Register for Spring (Current Students)" with an image of students at a computer, "Ask a Question" with an image of two students talking, and "Begin Taking Classes (New/Visiting Students)" with an image of a student looking at a laptop.

2. Log in with your Bergen Username & Password



Please Login with your Bergen Username
Password.

[Sign in](#)

[I forgot my password!](#)

[Retrieve username](#)

[Change Password](#)

[New student? Click here](#)

Sign-in using your Bergen Username and
password.

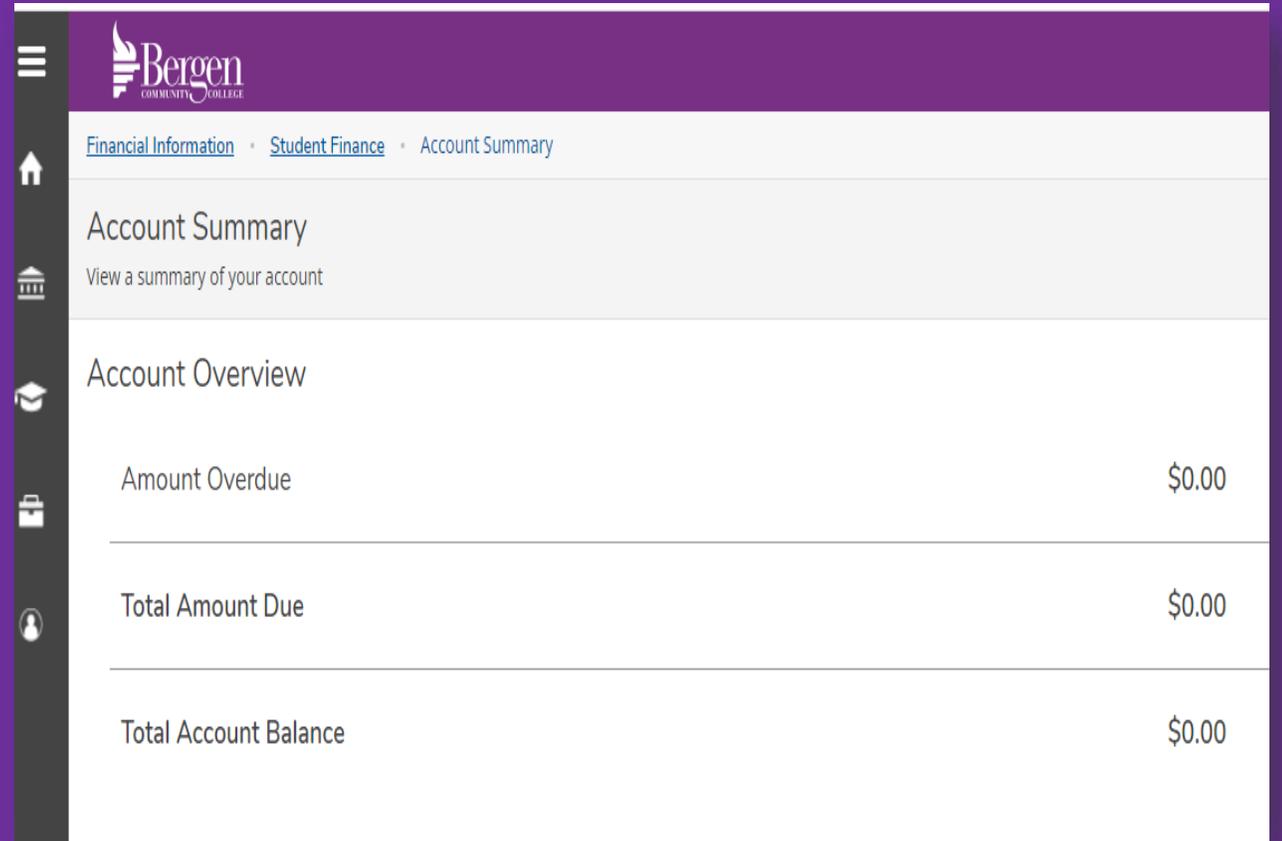
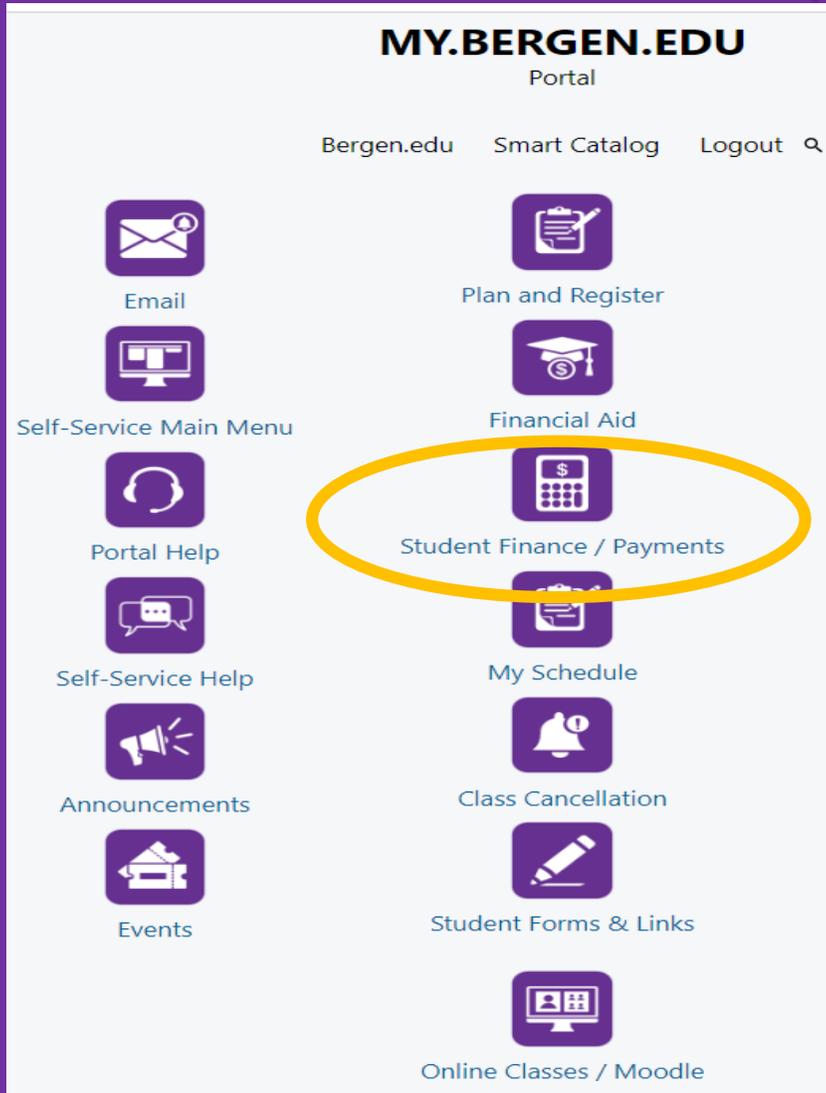
This service and the services to which it
provide access are for authorized use only. Any



3. Access your *Account Summary*

From MY.BERGEN.EDU landing page,

Select **“Student Finance / Payments”** menu option



On the Account Summary page, you have the option to make a payment, review account activity by term, and access other helpful links.

Account Summary

View a summary of your account

Account Overview

Amount Overdue

\$0.00

Total Amount Due

\$0.00

[Make a Payment](#)

Total Account Balance

\$0.00

[Account Activity](#)

[Fall 2016](#)

\$0.00

[Summer II 2016](#)

\$0.00

[Spring 2016](#)

\$0.00

Helpful Links

[Payment Plan](#)

[FAFSA Application](#)

[Entrance Counseling](#)

[Master Promissory Note](#)

[Financial Aid Forms](#)

- Account Activity

Term: Spring 2018 - Balance: \$0.00

Charges \$1,218.84 - Financial Aid \$2,224.00 + Refunds \$1,005.16 = Balance \$0.00

[View Statement](#)

Expand All

Category	Amount
Charges	\$1,218.84
Tuition	\$852.00
Fees	\$267.00
Miscellaneous	\$99.84
Financial Aid	\$2,224.00
Refunds	\$1,005.16
Balance	\$0.00

Invoice	Date	Description	Amount
005327581	01-24-2018	FLNK-Rcpt: 3410412155 412 155	\$34.54
005314444	01-16-2018	FLNK-Rcpt: 4507407155 407 155	\$65.30

Click on any of the icons above to view your charges or view your statement.

To view or print your statement, Click on the View Statement button. found on the Account Activity page.



Bergen Community College
400 Paramus Rd
Paramus, NJ 07652

Nelnet Test1
400 Paramus Rd
Paramus, NJ 07652
USA

Student Statement

Name	Nelnet Test1
Student ID	0800001
Total Balance	\$1,153.25
Amount Overdue	\$1,153.25
Total Amount Due	\$1,153.25
Amount Enclosed	

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 3/20/2018

Account Activity Summary - Spring 2018

Charges		
	Tuition by Section	\$1,278.00
	Fees	\$393.00
+	Total Charges	\$1,671.00
-	Student Payments	\$517.75
=	Spring 2018 Balance	\$1,153.25
=	Total Amount Due	\$1,153.25
	Total Balance	\$1,153.25

Course Schedule

Section	Course Title	Credits	CEUs	Days	Times	Classroom	Start/End Dates
ART-107-001	History of Photography	3.00		MTuWTh	12:20-2:05 PM	MAIN MAIN B-322	1/16/2018-5/8/2018
HIS-101-003	West Civ to Reform	3.00		TBD	TBD	TBD	1/19/2018-5/10/2018
PHR-102-001	Contemp Moral Issues	3.00		MTuWTh FSa	1:20-5:05 PM	MAIN WHL W-316	2/6/2018-5/10/2018

Account Activity Details - Spring 2018



Name	Nelnet Test1
Student ID	0800001

Tuition by Section

Section	Course Title	Amount	Billing Credits	CEUs	Status
ART-107-001	History of Photography	\$426.00	3.00		New
HIS-101-003	West Civ to Reform	\$426.00	3.00		New
PHR-102-001	Contemp Moral Issues	\$426.00	3.00		New
Total					\$1,278.00

Fees

Description	Amount
UG General Fee	\$234.00
UG Registration Fee	\$15.00
Security Fee	\$18.00
UG Technology Fee	\$126.00
Total	\$393.00

Payments

Receipt Number	Date	Amount	Pay Method	Reference Number
001310597	1/4/2018	\$417.75	Payment Plan	
001310600	1/11/2018	\$100.00	Payment Plan	
Total				\$517.75

Balance

\$1,153.25

Students with Financial Aid data will have additional information on the statement.

- Make a Payment

Financial Information > Student Finance > Make A Payment

Make a Payment

Use this page to make a payment on your account

Total Payment : \$1,153.25 Choose a Payment Method Proceed to Payment 

^ Spring 2018  \$1,153.25

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	AR Students - UG	12	01-02-2018 (Overdue)	\$1,153.25	\$ <input type="text" value="1,153.25"/>

Total Amount Due \$1,153.25

Choose a payment method(Amex, Discover, MC or Visa), and click on Proceed to Payment button.

- **Payment Plan:** Allows students to complete term tuition and fee payment over time. On the Student Finance page, select Payment Plan

The screenshot shows a web interface for a student account. At the top, there are navigation tabs: 'Financial Information', 'Student Finance', and 'Account Summary'. Below this is a header for 'Account Summary' with the subtitle 'View a summary of your account'. The main content area is divided into two sections: 'Account Overview' on the left and 'Helpful Links' on the right. The 'Account Overview' section contains a table with the following data:

Amount Overdue	\$1,153.25	
= Total Amount Due	\$1,153.25	Make a Payment
Total Account Balance	\$1,153.25	Account Activity
Spring 2018	\$1,153.25	

The 'Helpful Links' section on the right contains a list of links: [Payment Plan](#), [Financial Aid Forms](#), [FAFSA Application](#), [Entrance Counseling](#), and [Master Promissory Note](#). A yellow arrow points to the 'Payment Plan' link, which is also circled in red.

Payment Plan & Billing

Review your account and proceed to processor

A new window will open and redirect you to our payment processor, Nelnet Business Solutions.

Proceed to Processor

Collapse All

^ Spring 2018

\$1,153.25

Item	Date Due	Amount Due
AR Students - UG	01-02-2018 (Overdue)	\$1,153.25

Total Amount Due

\$1,153.25

[Top of page](#)

A new window will open and redirect you to our payment processor, Nelnet Business Solutions.

Proceed to Processor

Click the ‘Proceed to Processor’ button and this will take you to Nelnet Business Solutions where you can create your payment plan for the term.

Have you logged out of your account?

Click the “X” on the Self Service tab to leave Self Service and go back to your student portal to Sign Out.

https://selfservice.bergen.edu/Student/?hideProxyDialog=false

Bergen Community College

Bergen Community College X

Bergen
COMMUNITY COLLEGE

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Course Catalog
Here you can view and search in course cata

Thank you for using Student Self-Service!!!
For questions please contact
bursaroffice@bergen.edu