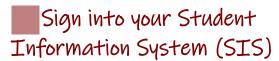


# Bursar's Office - New Student Checklist

Check off important steps as you go!



Go to www.nhti.edu > Current Students > SIS







#### View your Charges

Quick Tip: **NHTI does not send paper bills!** When students register at NHTI, charges are posted simultaneously to their Student Information System (SIS) account at <u>sis.ccsnh.edu under Student > Student Account > View Account Detail.</u>



#### Create your Nelnet Profile

Quick Tip: From your Nelnet Dashboard, you will be able to view your charges, make a one-time payment, set up a payment plan, sign up for electronic refunds, and MUCH more! <u>Go to your SIS account > Student > Student Account > View and Pay Account.</u>



## Sign up for Direct Deposit

**Want your refund faster?** Sign up to receive electronic refunds today! <u>Go to your SIS account > Student > Student Account > View and Pay Account > Manage Refunds.</u>



### Set up an Authorized Payer

**Someone else paying your bill?** No problem! *Go to your SIS account > Student > Student Account > View and Pay Account > Add an Authorized Party* 



# Sign a Release of Information Form

Quick Tip: In order 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. Please note: this is needed in addition to setting a parent/guardian as an Authorized Payer.



#### Access AwardSpring

Fun Fact: Community College System of NH offers dozens of scholarships for its students! All you have to do is apply by going to <a href="https://ccsnh.awardspring.com/">https://ccsnh.awardspring.com/</a>

Do you have questions?

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