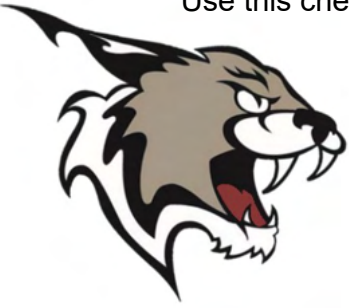


Bursar's Office Checklist

Use this checklist to keep track of important steps that need to be completed!



Important: Tuition is always due two weeks prior to the start of classes!

Sign into your Student Information System (SIS)

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 sis.ccsnh.edu under [Student](#) > [Student Account](#) > [View & Pay Account](#) > [Transaction Details](#)

Create your Nelnet Profile (*New Students Only*)

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! [Go to your SIS account](#) > [Student](#) > [Student Account](#) > [View and Pay Account](#)

Sign up for Direct Deposit

Want your refund faster? Sign up to receive electronic refunds today! [Go to your SIS account](#) > [Student](#) > [Student Account](#) > [View and Pay Account](#) > [Manage Refunds](#)

Set up an Authorized Payer

Is 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

Important: 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 <https://ccsnh.awardspring.com/>

Do you have questions?

Go to <https://www.nhti.edu/departments/bursar/> or contact the Bursar's Office

Email: nhtibursar@ccsnh.edu • Phone: (603)230-4012