

ENROLLING IN GRADGUARD VIA NELNET QUICKPAY

Step 1: Both students and authorized users will be prompted to review and acknowledge the University's Refund Policy upon accessing Nelnet QuickPay.

The screenshot shows the Rutgers University website interface. At the top, there is a navigation bar with the Rutgers logo and a 'Profile' dropdown. Below the navigation bar, a progress indicator shows three steps: '1 Review Offers', '2 Payment Method', and '3 Complete'. The main content area is titled 'Tuition Insurance' and 'Refund Policy Acknowledgement'. It contains a section titled 'Effect Of Withdrawal/Dropping Classes On My Financial Responsibility:' followed by a paragraph of text explaining the refund policy. The text states that the user understands and agrees that if they drop or withdraw from some or all of the classes for which they register, they will be responsible for paying all or a portion of their tuition and fees in accordance with Rutgers's published tuition refund schedule. It also mentions that the user acknowledges their specific programs, such as Study Abroad, may have separate and unique refund policies with respect to their individual program costs, and that they are likewise responsible for adhering to any specific financial responsibilities outlined in the respective terms and conditions of any such program they agree to participate in.

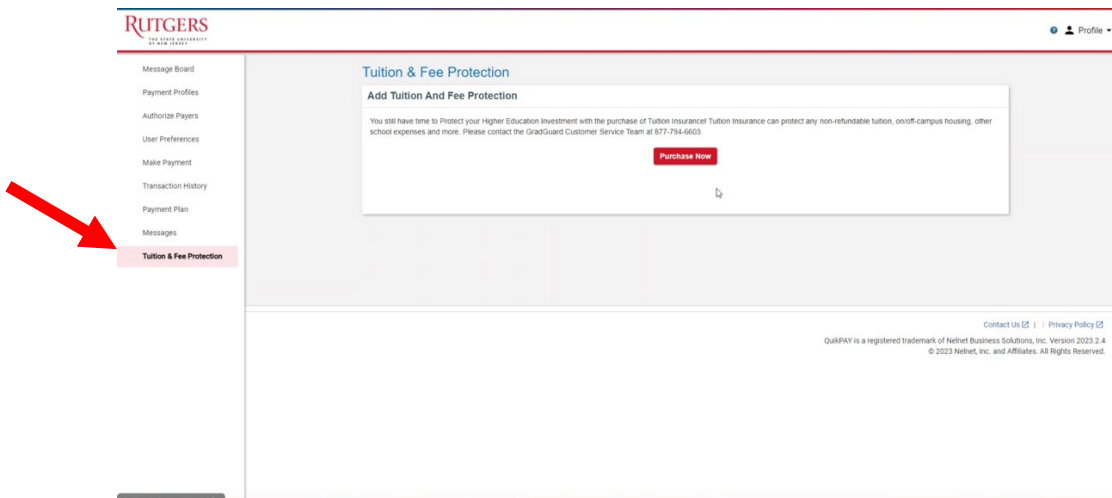
Step 2: Input residency information and review offers. Users have the option to select “yes” to enroll in Tuition Insurance or “no” to decline enrollment.

The screenshot shows the Rutgers University website interface. At the top, there is a navigation bar with the Rutgers logo and a 'Profile' dropdown. Below the navigation bar, a progress indicator shows three steps: '1 Review Offers', '2 Payment Method', and '3 Complete'. The main content area is titled 'Tuition Insurance' and 'Student Residency'. It contains a section titled 'Student Residency' with a paragraph of text explaining that the offer is available for students who live in New Jersey during the school year. Below this, there is a form with a radio button for 'Yes' (selected) and a radio button for 'No'. There is also a dropdown menu for 'State of residency during school year'. Below the 'Student Residency' section, there is a section titled 'Tuition Insurance Offer' with a sub-section titled 'Add Tuition Protection before September 05, 2023'. This section contains a list of bullet points describing the benefits of the insurance plan, including 'Compensation: Get reimbursed up to \$15,000.00 if the student withdraws for reasons such as a covered injury or illness (mental or physical health condition)', 'Peace of mind: Receive protection for books, supplies, instructional materials, lab/activity fees, and more', 'Flexibility: Modify the total coverage amount of protection based on your student's needs (up to \$40,000)', and 'Help when you need it: Enjoy 24/7 assistance for emergencies, including help arranging student and family travel plans and returning the student's vehicle home'. There is also a checkbox for 'No, do not protect my tuition payment. I understand I may be responsible for non-refundable expenses should the student withdraw.' Below the 'Tuition Insurance Offer' section, there is a paragraph of text explaining the review period and the non-refundable nature of the premium. At the bottom of the page, there is a red 'Next' button.

Note: To purchase a plan with a different coverage amount than \$15,000, please visit [GradGuard.com](https://gradguard.com).

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Note: Users who decline coverage at this time can still purchase coverage before the deadline by clicking on the “Tuition & Fee Protection” tab on the left menu, visiting [GradGuard.com](https://gradguard.com), or contacting 877-794-6603.

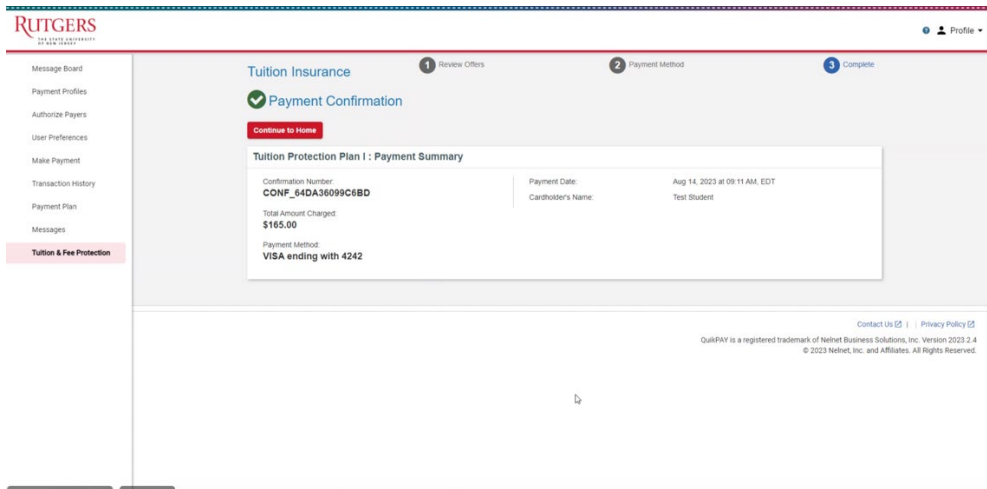


Step 3: Click “Next” to continue completing your purchase. Input the payment information and contact information. Tuition insurance can be purchased via e-check and credit or debit card. This purchase will not show up on your term bill or within the Nelnet portal, but you will receive a Welcome Email from GradGuard and a second email containing policy documents.

The screenshot shows the 'Payment Information Recap' form in the Rutgers QuickPay portal. The form is divided into two main sections: 'Account/Policy Holder Contact Information' and 'Student Contact Information'. The 'Account/Policy Holder Contact Information' section includes fields for 'Email Address' (dgt175@sa.rutgers.edu) and 'Phone Number' (848-555-5555). The 'Student Contact Information' section includes a checkbox for 'Use account/policy holder contact information', and fields for 'Student First Name' (To), 'Student Last Name', 'Email Address', and 'Phone Number'. At the bottom, the 'Total Amount' section shows 'Tuition Protection Plan 1' for \$165.00. A red 'Next' button is visible at the bottom right of the form.

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Step 4: A digital confirmation page will appear once the purchase is complete.



Note: Only one plan can be purchased for a student each semester. Once a plan is purchased for the student, the option to purchase a plan will no longer appear.

Step 5: When returning to the Tuition & Fee Protection page, the Policy # and GradGuard Customer Service number will appear.

