



North Greenville University  
Business Office, P.O. Box 1892, Tigerville, SC 2968

## Plan 3

### Non-Automatic Payment Application - Spring

Office Use Only  
Date Received: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Cams: \_\_\_\_\_  
Email: \_\_\_\_\_  
Scanned: \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Date: \_\_\_\_\_

☐ Four Payments  
(\$100 Administrative Fee)

**Enrollment deadline for this plan is January 2. This plan has a per semester administrative fee of \$100.00 that will be due upon enrollment of payment plan.**

Payment of student's account in four equal payments. Payments will be due by January 15, February 15, March 15, and April 15.

☐ Five Payments  
(\$50 Administrative Fee)

**Enrollment deadline for this plan is November 1. This plan has a per semester administrative fee of \$50.00 that will be due upon enrollment of payment plan.**

Payment of student's account in five equal payments. Payments will be due by November 15, December 15, January 15, February 15, and March 15.

Monthly payments may be paid online using the Student Portal, paid in person in the Business Office, or mailed to the address above. Payments made using the Student Portal will be posted to the student's account the next business day.  
Monthly statements will not be mailed.

- **A \$25 late fee will be charged for any payment not received by the 15<sup>th</sup> of the month.** This includes mailed payments, and online payments.
- **A \$25 returned check fee will be processed to your account on all returned checks.** Please note that if your check is returned, your account will be charged a \$25 returned check fee in addition to any applicable late fees.

**Please complete the Payment Amount Work Sheet.**

#### Payment Amount Work Sheet (Required)

Overall Balance: \_\_\_\_\_  
+ \$400 if student plans to keep their work study check \_\_\_\_\_  
= Subtotal \_\_\_\_\_  
÷ by number of payments in payment plan: \_\_\_\_\_  
= monthly payment: \_\_\_\_\_

\$ \_\_\_\_\_  
+ \_\_\_\_\_  
= \_\_\_\_\_  
÷ \_\_\_\_\_  
= \$ \_\_\_\_\_

You may view the "Overall Balance" online using your Student Portal and select "My Ledger". **All financial aid and/or student loans must be posted on the student account before a payment plan application may be submitted.**

#### Person Responsible for Payment

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Monthly payment amount: \$ \_\_\_\_\_

**By submitting this form, I understand that it is my responsibility to view my statement online and inform the Business Office if an increase or decrease in my monthly payments is needed to satisfy my account. I have read, understand and agree to the Student Financial Terms of Agreement, and understand that failure to comply with its terms and conditions can lead to my suspension from this University and possible legal action by the University to collect the unpaid balance.**

**Signature of Person Responsible for Payment:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Mail completed form with administrative fee to North Greenville University, Business Office, P.O. Box 1892, Tigerville, SC 29688)