

NOTE: If you are current on your Tuition Payment Plan, please ignore the late payment notices from Seattle campus.

Tuition Payment Plan

The tuition payment plan allows students to pay their quarterly tuition in three installments. The amount of each installment is determined by the student and should be calculated based on the total tuition balance that remains outstanding. To obtain your tuition balance, please review your official UW Tuition Charge Statement via [MyUW](#). A \$25 fee is assessed at the time of enrollment.

The due dates are always the **first, third and fifth Fridays** of the quarter.

It is important that you keep a record of your payments and when they are due, as we are not able to send reminders.

If you want to enroll online, you don't need to fill out this form. Go to: <http://www.tacoma.uw.edu/cashier/tuition-payment-plan-online-enrollement-form>

Payments can be made in one of the following ways:

(All payments must be received by 5:00 PM on the due date. Be sure to enclose this signed and completed form with your first payment)

- **In Person** at the Cashier's Office (CAR400) located in the [Carlton Building, Suite 400](#). [Cash or Check only]
- **Payment Drop Box** located in the Dougan Building, 1st Floor (across from DOU 176). [Cash or Check only]
- **By Mail** [Check only] before due date to:
(Postmarks will not be accepted)

UW Tacoma, Attn: Cashier's Office-TPP
Campus Box #358433
1900 Commerce Street
Tacoma, WA 98402

Payment Plan Conditions:

- A \$25 service fee is charged at time of enrollment.
- The first payment, along with this signed and completed form, must be submitted by the due date to qualify for the plan. If the first payment and form are not received by the

first Friday of the quarter, you WILL NOT be accepted into the program.

- Eligibility will be rescinded and registration will be put on hold if tuition is owed for previous quarters.
- If you elected to purchase a U-PASS (bus pass), include payment for the U-PASS fee with your first Tuition Payment Plan payment.
- The two subsequent payments must be made on time, and if a payment is received late, a \$55 late fee can be charged to your tuition.
- A \$25 fee will be charged for any checks returned from the bank for insufficient funds.
- Post-dated checks cannot be accepted.

For additional information on *How to Pay Your Tuition*, visit the cashier webpage: [UW Tacoma Cashier Office - Tuition Info](#)

And for information on Webcheck payments, visit the Student Fiscal Services tuition webpage: <http://f2.washington.edu/fm/sfs/tuition/payment/>

Please note: A new enrollment form must be submitted each quarter, and a \$25 fee is assessed at time of enrollment.

Student Number: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

I, the undersigned, fully understand and agree to the terms and conditions of the Tuition Payment Plan and will remit payment for the first installment amount as calculated on or before the first Friday of the quarter. I also understand that the first installment of the quarter will include payment of a service fee of \$25 and the U-PASS charge (if applicable), and the final installment will include any additional charges resulting from registration charges, late fees, etc. Withdrawal and refund policies will apply as described on the registration website.

Divide your payments into three installments, based on your tuition balance. For your first installment, please include the \$25 service fee, and U-PASS charge (if applicable) to your total first payment.

Total Tuition Due:	\$ _____
#1 Installment	
Due 1st Friday of the quarter	\$ _____
+ \$25 Service Fee	\$ 25.00
+ \$45 U-PASS charge (if applicable)	\$ _____
Total first payment	\$ _____

#2 Installment	
Due 3rd Friday of the quarter	\$ _____
#3 Installment	
Due 5th Friday of the quarter	\$ _____

**If you make registration changes during this quarter, tuition totals may vary and additional charges may apply. If the tuition for the current quarter is not paid in full by the final date due, a hold will be placed on your registration.*

Signature _____ Date _____