



### Monthly Payment Plan Agreement

Name \_\_\_\_\_ Student ID Number: A00000 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail address \_\_\_\_\_ Cell Phone # \_\_\_\_\_

#### **Spring 2017**

By submitting this agreement along with the required payment and my signature, I am agreeing to the terms listed below:

1. I understand that the payment plan is based on 4 equal monthly payments of \$ \_\_\_\_\_ due on:  
**January 12, 2017      February 13, 2017      March 13, 2017      April 10, 2017**
2. Included with my first monthly payment is an additional **\$40.00 processing fee**. This is a one-time charge per semester.
3. Any Financial Aid monies awarded to me will be applied to the outstanding balance of my tuition as they are received and the remaining monthly payments will be adjusted, if necessary.
4. I must notify the Business Office immediately of any change in my registration that may result in a change in my tuition charges so that my account and monthly payment amount(s) can be adjusted accordingly.
5. I may make payments at any time on my account, but my minimum monthly payment must be in the Business Office no later than the dates indicated in paragraph 1.
6. A late payment fee of \$20 will be assessed monthly for each past due payment.
7. Notices for monthly payments are not sent each month. Please keep a copy of this agreement for your records as the reminder for amount due and due dates.
8. If my account becomes delinquent and is not resolved with the Business Office, I understand that I will not be able to pre-register for the next semester and grades and/or official transcripts will be withheld until the balance is paid in full.
9. If by the end of the semester I have an outstanding balance, I understand that my account will be assigned to a collection agency and I will be responsible for the outstanding balance, late fees and additional collection fees.
10. I agree to all the terms of the agreement stated above.

\_\_\_\_\_  
Student or Parent Signature

\_\_\_\_\_  
Date

Automatic monthly credit card payments are available by calling Student Accounts at 716-961-1883.