



# Silver Lake College

## Installment Payment Agreement-Spring 2013

Student Name \_\_\_\_\_ ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Installment Plans require an initial payment equal to ¼ of fees billed plus \$30 administration fee, due by the first day of class and then three (3) equal payments for the balance. ALL installment payments are due by the 15<sup>th</sup> of each month. A \$25 late fee will be added for each payment received after the 25<sup>th</sup> of the month.

Please note: If you have Financial Aid awarded and accepted for the term, deduct the term award amount from the total balance due. The remaining balance is eligible for installment payments. Any additional Financial Aid will be posted to the account balance, reducing any future installments.

Total Fees Due per Fee Bill	\$ _____
Less Awarded & Accepted Financial Aid (do not include work study)	- \$ _____
Balance of Fees Due – Allowable Amount for Installment Plan	= \$ _____

	<u>Date of Payment</u>		<u>Payment Amount</u>
1 <sup>st</sup>	<u>1/15/2013</u>	¼ of balance + \$30.00	\$ _____
2 <sup>nd</sup>	<u>2/15/2013</u>	¼ of balance =	\$ _____
3 <sup>rd</sup>	<u>3/15/2013</u>	¼ of balance =	\$ _____
4 <sup>th</sup>	<u>4/15/2013</u>	¼ of balance =	\$ _____

**TOTAL**    \$ \_\_\_\_\_

If using a credit card:

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

(Visa, MasterCard, Discover or American Express)

Security Code \_\_\_\_\_

Zip Code \_\_\_\_\_

Yes, charge my card monthly

Charge 1/4 Deposit + \$30 Admin Fee

**This agreement is subject to the following provisions:**

- 1) I understand that this installment plan is for tuition, insurance, housing, meal plans and other fees associated with registration. Books, personal expenses, and fines and penalties are not included.
- 2) I understand I will not be invoiced and the Finance Office, Silver Lake College, 2406 South Alverno Road, Manitowoc, WI 54220 must receive payment on or before the due date. I can pay my payment online by going to CampusWeb and signing into my account.
- 3) I will notify the Finance Office immediately of changes in either credit load or address.
- 4) I will be subject to a late fee of \$25.00 for each late installment payment. Late fees must be paid first before payments will be applied to the outstanding principal balance.
- 5) I understand that I will become ineligible for a future installment plan if:
  - a) I miss an installment payment or am late beyond the 25<sup>th</sup> of any month; or
  - b) My check is returned by the bank for non-payment. All checks returned by the bank are subject to a \$25.00 NSF charge.
- 6) **I understand and agree that if I default on my payment agreement, the entire amount becomes due and payable immediately.**
- 7) If I fail to make payments according to the provisions of this agreement, I understand and agree that this account will be forwarded to a collection agency.
- 8) I further understand and agree that if I default on this agreement, an administration "HOLD" will remain on my account and I will not be able to register for upcoming terms or receive transcripts until my account is paid in full.

**Silver Lake College reserves the right to refuse installment plans from individuals who have defaulted on past agreements or who have a prior balance.**

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Student Signature

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Date

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College Representative Signature

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Date