

# INSTALLMENT PAYMENT PLAN APPLICATION

NAME \_\_\_\_\_  
Last First MI  Student ID Number

**Permanent mailing address** (please print clearly)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

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

\*Please return the completed application and payment for the amount from line 6 below to the Student Accounting Department by the first payment due date. The remaining three installments must be paid by the due dates as specified in the Billing Information Brochure, that is included with each invoice. The \$25 Installment Payment Plan Application Fee is non refundable.

**1. Add charges**

Tuition \$ \_\_\_\_\_

Activities/government fee \_\_\_\_\_

Health fee \_\_\_\_\_

Art fee \_\_\_\_\_

Private music fee \_\_\_\_\_

Housing Charges \_\_\_\_\_

Dining \_\_\_\_\_

Other \_\_\_\_\_

\*Total charges: \_\_\_\_\_

**2. Less financial aid & scholarships**

Type	Amount
_____	\$ _____
_____	_____
_____	_____
_____	_____
Deduct total _____	_____

3. Balance due (must be \$100 or more) \$ \_\_\_\_\_

4. 1/4 of balance due \_\_\_\_\_

5. Add application fee + \$25.00

6. Amount of First Installment Payment: \_\_\_\_\_

I agree to pay the installments when due. I understand that a late payment penalty of 10 percent, not to exceed \$100, will be assessed if the installments have not been paid by the specified due date. I agree to pay all university charges if I withdraw or cease attending classes. I have read, understand and agree to adhere with and be bound by the rules and regulations as stated in the university's bulletin or any other official university publication(s).

\_\_\_\_\_  
Student's Signature Date