

**2009-2010 Three Installment Payment Plan
(Spring Quarter 2010)**

Please complete this checklist and return with the Application and Agreement and the \$40 application fee

In an effort to provide students and their families with additional payment options, Student Financial Services (SFS) is pleased to offer the Seattle Pacific University Three Installment Payment Plan ("Plan"). The Plan divides the quarter's costs over three monthly payments instead of one. Any amounts included in the payment plan worksheet will not be assessed late fees if all Plan payments are made by the applicable due dates.

You must apply for the Three Installment Payment Plan for each quarter you wish to use the Plan. There is a \$40 non-refundable Payment Plan Application Fee ("Application Fee") associated with each quarter's application. The Application Fee is non-refundable even if you are not accepted for the Plan. Eligibility may depend on your past payment record and whether your account is current.

Three Installment Payment Plan Application Checklist

(This checklist must be completed and returned with the Application and Agreement and the \$40 application fee)

**Note: ALL items must be completed by February 26, 2010
Incomplete applications may be returned to you**

STUDENT NAME _____ **STUDENT ID** _____

All financial aid requirements are complete. Date financial aid requirements were completed _____
Note: Non-financial aid recipients please put "N/A" in the Date (financial aid is any scholarship, loan, grant, or work-study).
To determine if you have any outstanding financial aid requirements log into BANNER: <https://www.spu.edu/banweb/>
(Student Menu / Account Summary/Financial Aid / Financial Aid Requirements).

Current student account balance paid.

Notify Student Financial Services of any additional financial aid not reflected on your most recent offer of financial assistance.
 I will be borrowing an additional loan
Loan Type _____
Annual Loan Amount _____
 I have been awarded the following outside scholarships or assistance

I plan to live on campus.
Room Type _____
Meal Plan _____

I have completed the FERPA/Financial Information Release Authorization to grant my payer account and payment plan access.
To authorize release of financial information log into BANNER: <https://www.spu.edu/banweb/>
(Personal Information Menu / Information Access Authorization (FERPA))

Important Information:

- Payments can be made in-person, by mail via paper check, or online via credit card or electronic check at www.spu.edu located under the *Online Services* by clicking *Online Payments*.
- Failure to make any of the Plan payments when due will result in forfeit of your participation in the Plan. You will not be entitled to a refund of the non-refundable Application Fee. You will also be responsible for all late charges and other collection fees as if you were never a part of the Plan.
- **If there are additional charges for the quarter that are not included on your payment plan worksheet, those charges will be due in full on the next monthly statement due date.**
- **A new application must be submitted each quarter.** There is a \$40 non-refundable application fee associated with the application.

You must submit this form, fully completed, with the application fee and Application and Agreement.

Student Signature _____ **Date** _____



Student Financial Services

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2009-2010 Three Installment Payment Plan Application and Agreement (Spring Quarter 2010)

1. STUDENT NAME _____ STUDENT ID _____
2. PAYER NAME (if other than the student) _____
3. Payer Phone Number (_____) _____ - _____
4. Method of payment for \$40.00 application fee: Check Cash Date online payment made _____

AGREEMENT

I, the student, by signing this Application and submitting the Three Installment Payment Plan Application fee of \$40 ("Application Fee"), request to participate in the Seattle Pacific University Three Installment Payment Plan ("Plan") and agree as follows:

A. I understand that if I am deemed eligible, Student Financial Services will complete and forward me an electronic copy of the Three Installment Payment Plan Worksheet that will outline my estimated charges and current financial aid for the quarter indicated above. I understand and agree I am responsible for all amounts I owe to the University, even for amounts I anticipate will be covered by student financial aid. If any pending financial aid that is calculated in the Plan is not received by the University by the second monthly due date, the lack of payment will be treated as a default of the Plan. If that happens, I understand and agree that I will be responsible for the payment of my student account balance in full on the third monthly payment date, plus all late fees.

B. I understand that actual payment amounts may differ from the original calculation due to changes in the Quarter's charges or financial aid. If the actual payment amounts are less than originally calculated, the extra amount in the first payment will reduce the second payment. If the actual payment amounts are more than originally calculated the amount the first payment was short will be due with the second payment, and the actual payment amounts for the second and third payment will be adjusted and reflected on the monthly student account statements.

C. I understand and agree that if additional charges for the Quarter are incurred after the date that the Plan is put in place, those charges will be due in full on the next Plan payment date, or on the day the charge is incurred, if all payment dates have passed.

D. I understand and agree that if I miss paying any one of the three monthly payments by their due dates (or if the anticipated financial aid is not received by the second monthly payment due date), I will have defaulted on the Plan, and (1) my entire balance will be immediately due and payable, and subject to all the late fees and collection fees (as described in the regular Account Statements) as if I had not participated in the Plan; (2) I will be unable to obtain an official academic transcript, and (3) I will not be allowed to register for future quarters or incur additional account charges until my account is paid in full.

E. I understand that each quarter requires its own completed and signed Three Installment Plan Application and Fee.

F. If a Payer is listed above, and signs below, I hereby authorize the University to provide the SFS detailed worksheet and monthly payments to the Payer. I also understand and agree that the University cannot discuss my account information with the Payer until the University receives written permission from me.

Student Signature _____ Date _____

Payer's Signature _____ Date _____

FOR OFFICE USE ONLY:

____ Requirements complete	____ FERPA form completed for payer	____ ROAHOLD in place	____ Fee paid
____ Account balance paid	____ Added to spreadsheet	____ SOAHOLD in place	____ Charge assessed