



# Student Financial Services

3307 Third Avenue West, Suite 114 Seattle, WA 98119  
T 206.281.2061 / 800.737.8826 | F 206.281.2835 | www.spu.edu/depts/sfs



## 2010-2011 Combined Installments Plan

Students who would like to enroll in a payment plan for the entire academic year (autumn, winter & spring quarters), and wish to pay one annual application fee, may choose this payment option. This plan will divide estimated costs (less any current financial aid) into three payments per quarter, for a total of nine payments for the academic year. Students who do not expect to enroll in all three quarters may prefer to apply separately for Three Installments Payment Plan for the quarters in which they will be enrolled. 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.

### Combined Payment Plans Application Checklist

(This checklist must be completed and returned with the Application and Agreement and the \$80 application fee)

**Note: Unless otherwise noted, ALL items must be completed by August 16, 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 study abroad during this academic year  
Study Abroad Program: \_\_\_\_\_  
Quarter of Study Abroad: \_\_\_\_\_
- I completed my enrollment for Autumn Quarter. I am enrolled in \_\_\_\_\_ credits.  
Note: New Undergraduate and new Graduate students will complete registration at Orientation (this may occur after August 16<sup>th</sup>).
- 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](http://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 you would like to participate in a payment plan in subsequent quarter(s), you may complete a Three Installments Payment Plan application and pay the \$40 application fee for each desired quarter.
- **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 year.** There is an \$80 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 \_\_\_\_\_



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## 2010-2011 Combined Installments Plan Application and Agreement

1. STUDENT NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_
2. PAYER NAME (if other than the student) \_\_\_\_\_
3. Payer Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_
4. Method of payment for \$80.00 application fee:  Check  Cash  Date Online Payment Made \_\_\_\_\_

I, the student, by signing this Combined Installments Plan Application and Agreement ("CIPA") for consecutive Three Installment Payment Plans and submitting the nonrefundable Application fee of \$80 ("Application Fee"), request to participate in the Seattle Pacific University Three Installment Payment Plans for Autumn Quarter 2010, Winter Quarter 2011, and Spring Quarter 2011 ("Plans") 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 a worksheet detailing the payments for each of the Three Installments Payment Plans for the 2010-2011 academic year ("Academic Year"). The worksheet will outline my estimated charges, current financial aid and due dates of the Plans for each quarter of the Academic Year. The due dates are as follows.

Autumn Quarter 2010: 1<sup>st</sup> payment October 15, 2010; 2<sup>nd</sup> payment November 15, 2010; 3<sup>rd</sup> payment December 15, 2010  
 Winter Quarter 2011: 1<sup>st</sup> payment January 18, 2011; 2<sup>nd</sup> payment February 15, 2011; 3<sup>rd</sup> payment March 15, 2011  
 Spring Quarter 2011: 1<sup>st</sup> payment April 15, 2011; 2<sup>nd</sup> payment May 16, 2011; 3<sup>rd</sup> payment June 15, 2011

B. I understand and agree that my obligations under this CIPA are for three separate Three Installments Payment Plan contracts combined for simplicity into this single application, and that no contract or contractual obligations for any Plan exists until I register for courses for the applicable quarter covered by the Plan; in other words, I understand that I am not obligated to pay the amounts under the Winter Three Installments Payment Plan until I register for classes for Winter Quarter 2011. Similarly, I am not obligated to pay the amounts under the Spring Three Installments Payment Plan until I register for classes for Spring Quarter 2011. I also understand and agree that if I decide not to enroll in a quarter (Autumn, Winter, or Spring), I forfeit my right to participate in this CIPA for the remainder of 2010-2011 Academic Year, unless I reapply (and pay the application fee) for the right to participate in an individual Three Installments Payment Plan. I also understand and agree the application fee is nonrefundable even if I do not use any or all of the Plans.

C. I understand that actual payment amounts may differ from the original worksheet calculations due to changes in my charges or financial aid. If the actual account charges for a quarter are less than originally calculated, the extra amount paid will reduce subsequent payment(s) for that Plan. If the actual account charges for a quarter are more than originally calculated, the extra amount owed will be due with next payment(s) under that Plan, and the actual amount due will be adjusted and reflected on the monthly student account statement.

D. I understand and agree that if additional charges are incurred (and are not accounted for in the Plan), those additional charges will be due in full on the next Plan payment date, or on the day the charge is incurred, if all payment dates for that Plan have passed.

E. 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. I understand and agree that if I miss paying any one of the monthly payment due dates for the Plans (or if the anticipated financial aid is not received by the second monthly payments by the due date for any Plan), I will have deemed to have defaulted on the Plan, and (1) my entire current balance on the Plan 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 (and all amounts owing must be paid in full by the due date of the next statement) and will have forfeited my Application Fee; (2) I will be unable to obtain an official academic transcript until all amounts I owe the University have been paid in full, (3) I will not be allowed to register for future quarters or incur additional account charges until my account is paid in full; and (4) I will not be allowed to use any Three Installment Payment Plan for the remainder of the 2010-2011 Academic Year, unless I reapply (and pay the application fee) for the right to participate in an individual Three Installments Payment Plan.

F. If a Payer is listed above, and signs below, I hereby authorize the University to provide the SFS detailed worksheets and monthly statements 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