

North Dakota State University

Payment Plan Terms for Spring 2010

- ❖ This installment plan is only for student charges for the 2010 Spring Semester.
- ❖ Monthly payment installments will be the result of the sum of eligible charges, less anticipated financial aid and/or waivers, divided by the number of installments in the payment plan.
 - Charges eligible to be paid through this payment plan include:
 - Tuition, student fees, course fees, program fees, room housing contracts, meal plans, hall dues, parking permits, and bookstore charges.
 - All other charges are not eligible and need to be paid by their corresponding due dates, this includes NDSU Rent charges and the International Student Health Insurance fee.
 - If financial aid has not applied to the student account by February 15, 2010, then the amount of the anticipated financial aid that was initially withheld from the payment plan will be added back into the balance. The monthly installments not yet billed will be recalculated and increased to reflect the change.
 - Financial aid received after February 15, 2010 will be treated like a payment. It will apply to the most recent installments first, instead of decreasing all payment amounts.
- ❖ There is a non-refundable \$25.00 enrollment fee for this term. This fee is due with the **final** installment of the term.
- ❖ Payment plan enrollment dates are November 15, 2009 through January 15, 2010.
 - Enrollment forms received before December 15, 2009 will be assigned four (4) monthly installments. The first installment being due on December 18, 2009.
 - Enrollment forms received December 16, 2009 to January 15, 2010 will be assigned three (3) monthly installments. The first installment being due January 18, 2010.
 - All Payment Plan Enrollment Contracts must be received by January 15, 2010, contracts received after that date **will not** be processed.
 - If you indicated on your fall contract that you would like to be enrolled for spring you will automatically be reenrolled for four payments.
 - For spring term all eligible charges accrued prior to February 15, 2010 will be added to the plan balance. Charges added after those dates will not be eligible. This generally causes variances in monthly installment amounts.
 - Charges from fall 2009 are not eligible for spring and must be paid in full before enrollment in the spring payment plan.
 - Students who have been cancelled from a payment plan in the past or with a balance more than 30 days past due may be refused enrollment in the payment plan.
- ❖ **Installment due dates for Spring 2010 are 12/18/09, 01/18/10, 02/18/10, 03/18/10.**
- ❖ Bills are generated between the 17th and 20th of each month that the **bill is due** (this can mean that the installment is due before a bill is generated). Paper bills are mailed by the 23rd and electronic bills are available on Campus Connection by the 21st of the month.
 - Students can also set up an authorized user to view bills and pay online or they can enter in a second email address for eBill notifications.
- ❖ **There is a 30 day grace period from the due date before any penalties are applied to the account. At the end of that grace period a \$15 late fee and a hold on transcripts and registration will be applied.**
 - **Payments are due regardless of receipt of statement.**
 - **Installment balances can be viewed on Campus Connection by going to Campus Finances>Account Inquiry**
- ❖ Payments 60 days past due will result in the immediate cancellation of the payment plan. Upon cancellation, the remaining balance is due immediately and the account will be charged a \$50 Payment Plan Cancellation Fee.
- ❖ Notification of enrollment to or cancellation from the payment plan will be sent to the student's NDSU email account, please be sure to check your NDSU account on a regular basis.

Payment Information and Installment Estimation Information

Payments can be submitted the following ways:

- ❖ Check payments can be made payable to NDSU and mailed to either:
 - Customer Account Services; NDSU Dept. 3110; PO Box 6050; Fargo, ND 58108-6050
 - Bison Connection; NDSU Dept. 5290; PO Box 6050; Fargo, ND 58108-6050
- ❖ Cash or check payments can be made in person at the Bison Connection located in the Memorial Union or Barry Hall.
- ❖ MasterCard, Discover, or American Express credit card payments or electronic check payments may be processed online via Campus Connection. When posting a payment online use the deposit tab and post as an NDSU Adv Pymt-Payment Plan. (Note: There is a 2.75% or \$3.00 minimum fee assessed to all credit card payments, electronic check payments are free.)

Estimating installment amounts

- ❖ If you have already registered for courses and/or have contracted for campus housing and/or a meal plan you can utilize your Campus Connection account to view your current charges for the Spring 2010 semester. To access this information go to Campus Connection >Student Center>Account Inquiry>Activity.
- ❖ For information on costs not yet posted on your campus account, a good resource is the *Tuition and Fee Breakdown* link (<http://bisonconnection.ndsu.edu/accounts/tuition/>) on Bison Connection. This link has information on almost any charge that could be applied to your student account.
- ❖ As you create this estimation consider a couple of factors to help reduce surprise increases in your monthly balance:
 - 1) Over budget for additional or anticipated charges such as books, fees, or DCE tuition. Anticipate some additional costs later in the semester as changes to enrollment or other charges often occur.
 - 2) Consider that even though you expect to receive financial aid there are instances where aid is reduced or delayed. If you expected financial aid but have not received it by the Financial Aid Disbursement date, the amount that was anticipated is added back into your payment plan thus increasing your unbilled installment amounts.
 - 3) Similarly if you intend not to use the financial aid that you have been awarded, you will need to decline this award on Campus Connection. Anticipated aid that is not declined will decrease your initial payment plan amount, however this amount will be added back into you plan later in the semester, thus increasing your monthly installments.
 - a. **Please be sure to either accept or decline your financial aid on Campus Connection.**
 - 4) Until February 15, 2010 your payment plan will continue to update as eligible costs are added and/or subtracted from your student account.

Tuition and Fees – include Student, Program, & Course Fees	(A)	
NDSU Residence Hall and Meal Plan Charges – Include Hall Dues	(B)	
(Do not include monthly rent or phone charges or miscellaneous housing charges)		
Additional charges – Books, Parking Permit	(C)	
Total Charges for Spring Semester 2010 (A+B+C)	(D)	
Less: Anticipated Financial Aid (grants, loans, scholarships)	(E)	
Less: Waiver(s)	(F)	
Total Balance for Spring 2010 Payment Plan (D-E-F)	(G)	
Enter 3 or 4 Installments: See enrollment dates in Terms	(H)	
Estimated Monthly Payment Amount (G/H)	(I)	

North Dakota State University

Payment Plan Enrollment Contract for Spring 2010

Student Information:

Student Name: _____ Student ID# _____

Billing Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ NDSU email: _____

Additional Payers Name: _____ Phone: _____

In order for NDSU to communicate any financial information to Additional Payers, the student must submit a signed FERPA release form to NDSU's Office of Registration and Records or Bison Connection. The form can be obtained online at <http://www.ndsu.edu/registrar/forms/ferparelease.pdf>.

Please carefully review the Installment Payment Plan Terms from page one.

Signatures:

By signing this form you indicate that you understand the terms outlined in the NDSU Payment Plan Terms Sheet on page one. You agree to abide by the terms and understand the consequences of failing to fulfill your obligations.

Student Signature (Required): _____ Date _____

Remember additional eligible charges often occur after initial enrollment in the payment plan. These charges will increase subsequent monthly payment amounts. You can review your Campus Connection account (Campus Connection>Campus Finances>Account Inquiry) for details about your monthly installment amounts. Be sure to review your account on a regular basis for changes to your payment plan balance.

Mail this form and cash or check payments to either:

Customer Account Services
NDSU Dept. 3110
PO Box 6050
Fargo, ND 58108-6050

Bison Connection
NDSU Dept. 5290
PO Box 6050
Fargo ND 58108-6050

To submit the forms in person please deliver it to Bison Connection in the Memorial Union

Return this page to NDSU Customer Account Services or NDSU Bison Connection.