North Dakota State University
Payment Plan Terms for Spring 2017

- This installment plan is for student charges for the Spring 2017 semester only. NDSU does not offer payment plans for the summer semesters.
- Students must be registered for classes to enroll in a payment plan.
- There is a non-refundable $30.00 enrollment fee for the semester.
  - A minimum down payment of $250 must be received by NDSU prior to the payment plan enrollment being processed. It is recommended that the down payment amount equal 25% of the estimated term charges.
- Payment plan enrollment dates are December 1, 2016 through January 25, 2017.
  - All eligible charges accrued prior to February 11, 2017 will be added to the monthly payment plan balance. Charges added after this date are no longer eligible and must be paid by the posted due date.
- The payment plan balance is divided into three installments.
- Monthly payment installments equal the sum of eligible charges, minus the down payment, anticipated financial aid and/or waivers, divided by three.
  - Charges that are 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, New Student Fee, NDSU ID Card fee, immigration fees 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.
  - Installments will be created starting January 24, 2017. Any payments made prior to installment creation will be treated as a down payment.
  - Aid received after the Financial Aid Disbursement date will be applied to the account and may change installment amounts.
- Students who have been cancelled from a payment plan in the past or who have a student account balance more than 30 days past due may be denied enrollment in the payment plan.
- Payment reminders will be mailed out approximately seven days after the due date. Electronic versions of the payment reminder are also available online through Campus Connection.
  - There is a 2 day grace period from the 13th before any registration holds are applied to the account.
  - A monthly 1.75% late payment fee will be applied to any installment balance 30 days past due.
  - Payments are due regardless of whether or not you have received your payment reminder via mail.
  - Installment amounts can be viewed on Campus Connection by going to your Student Center.
- Payment plan balances more than 40 days past due will result in the immediate cancellation of the payment plan. Upon cancellation, the remaining balance is due immediately and the monthly late payment fee of 1.75% will be applied to all charges more than 30 days past due.
- If the payment plan is not paid in full by May 12, 2017 it will be cancelled and the student will not be eligible for the next semester payment plan.
- Notifications regarding the payment plan will be sent to the student’s NDSU email account, please be sure to check your NDSU email account on a regular basis.
  - If the student would like email notifications sent to an additional email address they must submit that address through their NDSU email account by sending an email to Danton.Hein@ndsu.edu.
- A certification code is required to enroll online, this code is to verify you have read and understand the terms of this payment plan. The code for online enrollment is: 2017
Installment and Down Payment Options

- Check payments can be made mailed to:
  - Customer Account Services; NDSU Dept. 3110; PO Box 6050; Fargo, ND 58108-6050
- Cash or check payments can be made in person at One Stop located in the Memorial Union.
- Electronic check payments or VISA, MasterCard, Discover, or American Express credit card payments may be processed online via Campus Connection. Note: Our online card processor charges a 2.75% ($3.00 minimum) fee on all credit card payments, electronic check transactions 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 charges. 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://www.ndsu.edu/onestop/accounts/. This link has information on almost any charge that could be applied to your student account.

Use this table to estimate your monthly payment amounts.

<table>
<thead>
<tr>
<th>Description</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees – include Student, Program, &amp; Course Fees and DCE tuition</td>
<td>(A)</td>
</tr>
<tr>
<td>NDSU Residence Hall and Meal Plan Charges – Include Hall Dues</td>
<td>(B)</td>
</tr>
<tr>
<td>(Do not include monthly rent or phone charges or miscellaneous housing charges)</td>
<td></td>
</tr>
<tr>
<td>Additional charges – Books, Parking Permit, New Student Fee, ID Card</td>
<td>(C)</td>
</tr>
<tr>
<td>Total Charges (A+B+C)</td>
<td>(D)</td>
</tr>
<tr>
<td>Less: Anticipated Financial Aid (grants, loans, scholarships)</td>
<td>(E)</td>
</tr>
<tr>
<td>Less: Waiver(s)</td>
<td>(F)</td>
</tr>
<tr>
<td>Less : Down payment (minimum of $250.00)</td>
<td>(G)</td>
</tr>
<tr>
<td>Total Balance (D-E-F-G)</td>
<td>(H)</td>
</tr>
<tr>
<td>Divide by three installments</td>
<td>(I) ÷ 3</td>
</tr>
<tr>
<td>Estimated Monthly Payment Amount</td>
<td>(J)</td>
</tr>
</tbody>
</table>

In order for NDSU to communicate any financial information to a Third Party (including parents), the student must submit a signed FERPA release form to NDSU’s Office of Registration and Records. The form can be completed online at: http://www.ndsu.edu/onestop/forms/.

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.

For questions please contact the NDSU Customer Account Services office at 701-231-8782.