SEATTLE UNIVERSITY

ENROLLMENT SERVICES
Office of Student Financial Services
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PAYMENT PLAN A, B and C INFORMATION

Each quarter's charges must be paid in full, or payment arrangements made, no later than the due date. All charges on your quarterly SU student account invoice are due on the following dates or 14 days after registration, whichever is later:

Summer Quarter:	June 20	Fall Quarter:	September 20
Winter Quarter:	December 20	Spring Quarter:	March 20

The date by which your student account balance (all your quarterly charges, less any payments received and/or pending financial aid) must be paid in full is displayed on your student account invoice. To view your invoice, log on to SUOnline. You may pay electronically through SUOnline by electronic check or credit card. There is no fee for electronic check payments and a 2.5% fee for credit card payments. You may also pay in person using a personal check, travelers check, money order, debit card or cash. If your charges aren't paid in full or a payment plan isn't in place by your student account balance due date, or you fail to meet the terms of your payment plan, a hold will be placed on your record that will block your registration for future quarters, prohibit release of your transcripts and diploma and deny access to university services like the library and Connolly Center until your student account is brought current.

If your invoice will be paid in full by your student account balance due date, it isn't necessary to set up a payment plan. You need not set up a payment plan for any portion of your charges covered through:

- Financial aid awarded by SU
- Tuition benefits paid through the Educational Benefits or Tuition Exchange Programs
- A sponsor who has agreed to pay for some or all of your charges
- An employer who has agreed to pay for some or all of your charges upon successful completion of coursework

Educational Benefits. If you believe you are eligible for tuition benefits as an SU employee, dependent of an SU employee or dependent of an employee at another institution of higher education that participates in the Tuition Exchange Program with SU, you must submit an Educational Benefit Form to the SU Human Resources Office for determination of your eligibility and benefit amount**.** Educational Benefits forms must be received no later than your student account balance due date each quarter to avoid a late fee. Keep in mind that you are personally responsible for payment, by your student account balance due date, of any charges (matriculation fee, lab or lesson fees, etc.) not covered by this benefit.

Sponsorships/Third Party Agreements. When a sponsor agrees to be responsible for some or all of your charges, SU will invoice your sponsor directly for the charges they have agreed to cover. Your sponsor may be your employer, an embassy or a federal or state agency. As a sponsored student, you are required to submit your sponsor authorization documents to the Office of Student Financial Services by your student account balance due date to avoid a late fee. You are also personally responsible for payment, by your student account balance due date, of any charges your sponsor does not cover.

Payment Plan E: Employer Tuition Reimbursement Deferred Payment Plan. If your tuition will be reimbursed by your employer after you complete your coursework for the quarter, SU will defer payment of your tuition until after grades for the quarter have been posted. If for any reason your employer elects not to reimburse you, you are personally responsible for paying those costs yourself. The application for this plan is available at http://*seattleu.edu/sfs*. Go to "Quick Links" at the bottom left, select "Printable Forms" and select "Payment Plans" in the Categories box. Note that a *$30.00 non-refundable enrollment fee* must be paid to establish the plan and it must be renewed each quarter.

As part of SU's commitment to help students find ways to pay for their education, we offer several payment plan options, all of which are interest free. Following are some important payment plan considerations:

- To participate in these plans, all charges for previous quarters must be paid in full before a plan for the next quarter can be approved.
- If you fail to include the required, non-refundable enrollment fee with your application, you will not be enrolled in a payment plan and your total balance will be due on your assigned due date and subject to late fees if not paid on time.
- If your payment plan payment is received after your student account balance due date, it will be considered late and will be subject to a late fee.
- The completed payment plan application, agreement along with required documentation and payments must be received by the Student Financial Services office by your tuition due date for the applicable term.

PAYMENT PLAN A, B and C APPLICATION & AGREEMENT

The details of Payment Plans A, B and C follow. After reading the descriptions, select the one that best fits your needs, complete the agreement that follows and submit this form with the required payment amount to Student Financial Services:

_____ **Plan A – Two or Three Quarter Payment Plan:** This is the most efficient and cost-effective plan if you will need a payment plan for two or three consequtive quarters for the academic year (fall, winter and spring … fall and winter … or winter and spring). If you only need a payment plan for one quarter, see Plans B and C below. Under this plan, your outstanding charges are divided into three monthly payments for each quarter. The due date is the 5th of each month (for example from October 5 through June 5 if you have the plan for fall, winter and spring quarters). Enrollment must include:

1. a completed Payment Plan Agreement (below)
2. a $50.00 non-refundable enrollment fee
3. setting up the payment plan no later than your student account balance due date.

_____ **Plan B – Three Payment Quarterly Plan:** This is a quarterly agreement available for balances greater than $500.00. It enables you to divide your quarterly tuition charges into three equal payments. Be sure to note the plan's payment due dates because you ***will not*** be sent a monthly bill. This plan must be renewed each quarter. Enrollment must include:

1. a completed Payment Plan Agreement (below)
2. a $30.00 non-refundable enrollment fee
3. your first payment of one-third of the quarter's balance due
4. setting up the payment plan no later than your student account balance due date.

Plan B Payment Due Dates

Payment Number	Summer	Fall	Winter	Spring
Payment 1	June 20	September 20	December 20	March 20
Payment 2	July 20	October 20	January 20	April 20
Payment 3	August 20	November 20	February 20	May 20

_____ **Plan C – Single Deferred Payment Quarterly Plan**: This is a quarterly agreement available for balances greater than $100.00 that defers payment for approximately 45 days following each quarter's student account balance due date. Be sure to note the due date because you ***will not*** be sent a final bill. This plan must be renewed each quarter. Enrollment must include:

1. a completed Payment Plan Agreement (below)
2. a $30.00 non-refundable enrollment fee
3. setting up the payment plan no later than your student account balance due date.

Plan C Payment Due Dates

	Summer	Fall	Winter	Spring
Total Balance is Due	August 5	November 5	February 5	May 5

PAYMENT PLAN AGREEMENT

I, the undersigned participant, hereby apply for enrollment in the Seattle University Payment Plan I have indicated above and am including the required non-refundable enrollment fee with this form. My signature below confirms my understanding that this service is offered by Seattle University as an optional payment method and that I will be required to make timely payments in accordance with the due dates of the plan. I understand that if I fail to make payments according to the schedule, I will be liable for all costs Seattle University incurs in collecting the balance, including reasonable attorney fees, collection costs and finance charges. I further understand that my failure to make appropriate payments or to enroll for a term covered by the agreement will result in termination of the agreement and the possible assessment of late fees.

_____ _____
Print Student's Name Student's Signature

_____ _____
Student's SU ID # or Social Security # Date

FOR PAYMENT PLAN A APPLICANTS ONLY

Please check all that apply

❒ **Undergraduate:** 12-20 credits each quarter

❒ **Undergraduate:** Other than 12-20 credits each quarter.
Please indicate the anticipated # of credits enrolled each quarter:
FALL: _____ WINTER: _____ SPRING: _____

❒ My plan should include fees for a junior or senior in the **Nursing** program

❒ **Graduate** student
Program: _____
Please indicate the anticipated # of credits enrolled each qtr:
FALL: _____ WINTER: _____ SPRING: _____

❒ My plan should include fees in the **Nursing** program

_____ _____
Bill Payer's Printed Name Bill Payer's Address, City, State and Zip Code

_____ _____
Bill Payer's Phone Bill Payer's E-mail Address (**REQUIRED**)

_____ _____
Bill Payer's Signature Date

For SFS Office Use Only: PP _____ @ _____ / _____ / _____