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seattle pacific university

Student Financial Services | 3307 Third Avenue West, Seattle, Washington 98119-1922 | T 206 281 2061 / 800 737 8826 | F 206 281 2835 | www.spu.edu/depts/sfs

2007-2008 Three Installment Payment Plan Application Process and Payment Plan Conditions

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.

APPLICATION STEPS AND PLAN CONDITIONS

1. Complete and sign the attached 2007-08 Three Installment Payment Plan Application ("Application").
2. Submit the completed Application (attached) with your \$40 Application Fee to SFS by the applicable Three Installment Payment Plan Application Deadline. Please write Student ID on the check or cashier's check and make it payable to SPU.

Autumn Quarter: August 15, 2007

Winter Quarter: November 15, 2007

Spring Quarter: February 15, 2008

3. The Application and Application Fee can be mailed or returned in-person.
 - a. Mail:
Student Financial Services
3307 Third Avenue West, Suite 114
Seattle, WA 98119-1922
 - b. In-Person: please visit Demaray Hall 10.
4. If you are accepted for the Plan, SFS will prepare a Payment Plan Worksheet, incorporating current financial aid and actual and estimated quarterly charges. SFS assumes full time enrollment by student unless otherwise notified.
5. SFS will email the detailed worksheet to the student and payer (if other than the student) including the three estimated monthly payment amounts.
6. Students and payer (if authorized by the student) will receive a monthly statement requesting payment by the following applicable due dates:

Autumn Quarter
October 10, 2007
November 13, 2007
December 10, 2007

Winter Quarter:
January 10, 2008
February 11, 2008
March 10, 2008

Spring Quarter:
April 10, 2008
May 12, 2008
June 10, 2008

7. Payments can be made in-person or mail via paper check or online via credit card or electronic check at www.spu.edu located under the *SPU Virtual Campus* by clicking *Online Payments*.
8. 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.
9. **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.**
10. No information can be provided to a Payer unless you complete and sign the attached application and the Payer is authorized by the student via the FERPA Financial Information Release form. See FERPA information and release forms at www.spu.edu/depts/sfs/ferpa.asp.

If you have any questions please contact us at sfs-info@spu.edu, (206) 281-2061, or toll free at (800) 737-8826.

Sincerely,

Student Financial Services

**68674 (12362.17)



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**2007-2008 Three Installment Payment Plan
Application and Agreement**

1. STUDENT NAME _____ STUDENT ID _____
2. PAYER NAME (if other than the student) _____
3. Payer Address: _____
4. Payer Phone Number (____) _____ - _____ Payer email address: _____
5. Please circle the quarter for which you are applying for the payment plan: **AUTUMN 2007** **WINTER 2008** **SPRING 2008**
6. Method of payment for application fee: ☐ Check ☐ Cash ☐ Online payment made on _____

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 circled 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

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