



Engaging the culture, changing the world.

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 Combined Installment Plans Application Process

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 Installment Payment Plans 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.

A new application must be submitted each year. There is a \$75 non-refundable application fee associated with the application.

APPLICATION STEPS AND CONDITIONS

1. Complete and sign the attached 2007-08 Application and Agreement.
2. Submit the completed Application (attached) with your \$75 Application Fee to SFS by August 15th 2007. Please write Student ID on the check or cashiers check and make it payable to SPU.
3. The application and 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 for each of the three quarters:

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, by 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. If you would like to participate in a payment plan in subsequent quarter(s), you may complete a Three Installment Payment Plan application and pay the \$40 application fee for each desired quarter.
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 the application below is completed 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,

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2007-2008 Combined Installment Plans 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. Method of payment for application fee: ☐ Check ☐ Cash ☐ Online Payment Made on _____

I, the student, by signing this Combined Installment Plans Application and Agreement ("CIPA") for consecutive Three Installment Payment Plans and submitting the nonrefundable Application fee of \$75 ("Application Fee"), request to participate in the Seattle Pacific University Three Installment Payment Plans for Autumn Quarter 2007 Winter Quarter 2008, and Spring Quarter 2008 ("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 Installment Payment Plans for the 2007-2008 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 2007: 1st payment October 10, 2007; 2nd payment November 13, 2007; 3rd payment December 10, 2007
Winter Quarter 2008: 1st payment January 10, 2008; 2nd payment February 11, 2008; 3rd payment March 10, 2008
Spring Quarter 2008: 1st payment April 10, 2008; 2nd payment May 12, 2008; 3rd payment June 10, 2008

B. I understand and agree that my obligations under this CIPA are for three separate Three Installment 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 Installment Payment Plan until I register for classes for Winter Quarter 2008. Similarly, I am not obligated to pay the amounts under the Spring Three Installment Payment Plan until I register for classes for Spring Quarter 2008. 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 2007-2008 Academic Year, unless I reapply (and pay the application fee) for the right to participate in an individual Three Installment 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 2007-2008 Academic Year, unless I reapply (and pay the application fee) for the right to participate in an individual Three Installment 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