

CARROLL UNIVERSITY
MONTHLY PAYMENT PLAN
TERMS AND INSTRUCTIONS
2009 – 2010

The Carroll University Monthly Payment Plan is offered as a tuition payment option tool to full-time graduate and undergraduate students. There are four (4) plans offered:

1. Eleven-month plan: Plan runs July 1, 2009 through May 2010. First payment is due July 1, 2009. Your completed application **MUST** be received by the Business Office by the end of the day on June 12, 2009.
2. Ten-month plan: Plan runs August 1, 2009 through May 2010. First payment is due August 1, 2009. Your completed application **MUST** be received by the Business Office by the end of the day on July 10, 2009.
3. Nine-month plan: Plan runs September 1, 2009 through May 2010. First payment is due September 1, 2009. Your completed application **MUST** be received by the Business Office by the end of the day on August 12, 2009.
4. Eight-month plan: Plan runs October 1, 2009 through May 2010. First payment is due October 1, 2009. Your completed application **MUST** be received by the Business Office by the end of the day on September 11, 2009.

*Carroll University reserves the right to refuse applications
received after the deadlines outlined above.*

➤ Seniors electing the payment plan and graduating in December **MUST** make their final payment in December.

Payment Plan Fee:

A payment plan fee of \$60 will be charged whether a student participates in both sessions (fall and spring) **or** one session (fall or spring).

Choose a plan from those outlined above that fits your individual situation. Check the corresponding box on the Monthly Payment Plan Application. PLEASE fill out the application completely. The omission of information will affect the calculation/accuracy of your monthly payment amount.

Reminder: Information provided on the application pertaining to food and housing is used to calculate the monthly payments only. You **MUST** complete a Housing Contract to ensure your housing needs and you **MUST** complete a Meal Plan Contract to receive a meal plan.

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Monthly Payment Plan Terms/Instructions 2009-2010

PAYMENTS:

- Can be made monthly with cash, check, money order, debit or credit card (Mastercard-VISA-American Express) or can be automatically withdrawn from a checking or savings account.
- Payments made by cash, check, money order, debit or credit card, or in person are due on the 1st business day of the month with a 10-day grace period.
- Automatic withdrawal payments will be deducted from your account on the 1st business day of each month.
- A "late-fee" of \$20 will be assessed and will be due the following month if your monthly payment is not received by the 10th of each month or, if your automatic withdrawal is rejected for any reason. A Business Office "HOLD" will be applied to prevent future session registration and/or transcript requests.
- A monthly statement or monthly automatic withdrawal notification are provided each month and are mailed to the billing address approximately ten (10) days prior to the payment due date.
- The monthly payment will be adjusted if there are changes in financial aid, housing, food plan, etc. or if any miscellaneous charges/credits are added to or reversed from the student's account.
- Miscellaneous charges include (but are not limited to) campus service fees, parking fines, dorm damage charges, equipment fines, etc. Miscellaneous charges are due and payable in full the month following the posting of the charges to the student account.

We ask that you carefully examine your statement each month. If you have questions or know of a change that you do not see reflected on the statement, please contact the Payment Plan Coordinator in the Business Office at (262) 524-7698.

Carroll University reserves the right to terminate the monthly payment plan arrangement of any student who consistently makes late payments or has missed two or more consecutive payments. In the event a payment plan is terminated, a \$75 delinquent account penalty fee will be assessed to the student account and the remaining balance will become due immediately.

Your "Payment Plan" arrangement **MUST BE CURRENT** to register for future sessions and/or to request/receive transcripts.

CARROLL UNIVERSITY FULL-TIME STUDENTS MONTHLY PAYMENT PLAN APPLICATION

Please review Monthly Payment Plan Terms and Instructions for Application deadlines and details.

Please select your plan choice by checking the corresponding box:

- Eleven-month plan – Begins July 1, 2009 – runs through May 1, 2010
- Ten-month plan – Begins August 1, 2009 – runs through May 1, 2010
- Nine-month plan – Begins September 1, 2009 – runs through May 1, 2010
- Eight-month plan – Begins October 1, 2009 – runs through May 1, 2010

Please circle your choice of payment option:

➤ Automatic Withdrawal: Carroll University will automatically withdraw your monthly payments from your checking or savings account on the first business day of each month. The **non-refundable** annual fee for this option is: **\$60**. This fee **must** be included with your application.

➤ Check/Cash/Credit/Debit Card: You may pay in person, by mail, or you may call in your debit/credit card information each month. The **non-refundable** annual fee for this option is: **\$60**. This fee **must** be included with your application.

ANNUAL HOUSING COST \$ _____ (If you will be living in campus housing but have not yet received a room assignment, please use your first housing choice as an estimate. The amount will be adjusted when your actual housing charge can be determined.)

ANNUAL MEAL PLAN COST \$ _____ (The annual cost of the food plan you have selected.) **IMPORTANT REMINDER**: In addition to listing your meal plan cost on this application, you **must** also complete a "Food Service Program Application."

Will you be living off-campus? Yes No

To help us more accurately determine your costs, please refer to the boxes below and check any that may apply to you:

- First-time Freshman Transfer Student Continuing Student
- I plan on registering for individual music lessons ½ hour 1 hour
- I am a Nursing Major
- I plan to graduate in December 2009 May 2010

Student Name: _____ Social Security No. _____

Permanent Address: _____ Home Phone No. _____

City: _____ State: _____ Zip: _____

NOTE: If the monthly billing statement is to be sent to someone other than the student each month, please complete the following section:

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Student's Signature: _____

NOTE: If you are paying by: check/cash/debit/credit card each month, you need **NOT** complete the reverse side of this application.

AUTOMATIC WITHDRAWAL OPTION

Complete this page **only** if you have chosen the Automatic Withdrawal Option as your choice for making your monthly payment.

Please verify with your bank that automatic withdrawals are allowed from the account you have elected.

Next, please complete **ALL** of the information requested. Failure to fully complete this form could result in your bank denying the withdrawal request.

Monthly Withdrawal is from a checking account. (Please attach a voided check)

Monthly Withdrawal is from a savings account.

ACCOUNT OWNER NAME: _____

BANK NAME: _____

BANK ROUTING NUMBER OR ABA NUMBER: _____

ACCOUNT NUMBER: _____

I hereby authorize Carroll University to withdraw funds from the above bank account on a monthly basis to pay applicable charges net of any financial aid for the student listed on the reverse side of this application.

Bank Account Owner Signature: _____

Please return your completed Monthly Payment Plan Application, along with your payment plan application fee of \$60 to the Carroll University Business Office.

Correspondence regarding the Monthly Payment Plan program should be addressed to:

Carroll University
Business Office
Payment Plan Coordinator
100 N. East Avenue
Waukesha, WI 53186
1-800-CARROLL, Ext. 7698

OR

(262) 524-7698