

CARROLL UNIVERSITY
PART-TIME STUDENT
MONTHLY PAYMENT PLAN TERMS AND INSTRUCTIONS
2009 – 2010
(Part-time 6 to 11 credits per semester only)

Enrollment:

The Carroll University Part-time Monthly Payment Plan is available for part-time students registered for a minimum of six (6) credits but no more than eleven (11) credits per semester. If you drop below six (6) credits and have already signed up for or are participating in this plan, the plan will be deactivated and any outstanding balance will be due immediately.

Plan Offerings by Semester:

Fall Session-Application(s):

1. Six-month plan – Begins July 1, 2009 and runs through December 1, 2009.
2. Five-month plan – Begins August 1, 2009 and runs through December 1, 2009.
3. Four-month plan – Begins September 1, 2009 and runs through December 1, 2009.
4. Three-month plan – Begins October 1, 2009 and runs through December 1, 2009.

Spring Session-Application(s):

1. Five-month plan – Begins January 1, 2010 and runs through May 1, 2010.
2. Four-month plan – Begins February 1, 2010 and runs through May 1, 2010.

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

Only those students with the fall session paid in full will be eligible to begin the plan in mid-year for the spring session.

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).

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Carroll University Part-time Student
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monthly with cash, check, money order, debit or credit card (Mastercard-VISA-American Express) or can be automatically withdrawn from a checking or savings account.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.

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