

Fall 2008 Budget Payment Plan and Employer Reimbursement Application

A new form is required every semester. Please make a copy for your records.

THERE IS A FIVE PAYMENT BUDGET PLAN APPLICATION AVAILABLE IF YOUR ACCOUNT BALANCE IS \$3,960.00 OR MORE AFTER ALL FINANCIAL AID AND/OR LOANS ARE APPLIED TO YOUR ACCOUNT. THE FIVE PAYMENT BUDGET PAYMENT PLAN APPLICATION IS AVAILABLE ON THE WEB (WWW.CSUOHIO.EDU/OFFICES/TREASURYSERVICES/FORMS), THROUGH CAMPUS411 (MC 116) OR FROM THE CASHIER'S OFFICE (MC 115).

Step 1: Student Information

CSU ID	First Name	Last Name
Street Address	Home Phone	
City	State	Zip
		Cell or Work Phone

Step 2: Select A Payment Plan

- Budget Payment Plan Employer Reimbursement (attach employer verification) Residence Hall only

Step 3: Calculate First Payment

- A. Enter current account balance: A. _____
 B. Divide line A by 4 if submitting this application through 8/27/08
 Divide line A by 3 if submitting this application 8/28/08 to 9/24/08
 Divide line A by 2 if submitting this application 9/25/08 to 10/22/08
 Divide line A by 4 for Employer Reimbursement B. _____
 C. Payment plan service fee: C. \$ 30.00
 D. Add lines B and C: D. _____

<i>Office Use Only</i>	
c/e	amended
\$30.00	
<input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 1
R	E F S L

This is your first payment due with this application.

You must submit this application and payment by your initial payment due date.

Budget Payment Plan Due Dates:	August 15–27, 2008 (See your invoice for the exact date)		
September 22, 2008	October 20, 2008	November 17, 2008	
Employer Reimbursement Payment Plan Due Date: January 12, 2009			

Step 4 (optional): Financial Aid - Authorized Signature Required

If you are unable to pay the amount on line D and have returned your signed award letter, you may contact Campus411 to see if you qualify for a reduction in your first payment.

Anticipated financial aid \$ _____ Revised account balance \$ _____
 (Disbursed within 5 business days)
 Part-time financial aid \$ _____ Revised 1st payment \$ _____

Campus411/OTS Staff (Print Name) _____ Campus411/OTS Staff (Signature Required) _____ Date _____

Special Approved By _____ Comment _____

Step 5: Select Payment Method

- Cash or check made payable to "Cleveland State University" Web payment already made on CampusNet

Step 6: Sign & Submit With Payment

My application to participate in the CSU payment plan is hereby submitted. I have read and understand all the terms and conditions of the payment plan as described on this application. I promise to pay the total balance of all charges incurred during the term for which this application applies. I understand that if I fail to make a payment on any due date, I may be assessed \$25 for each late or partial payment and my account may be flagged to prevent future services including, but not limited to, registration, grades and transcript requests until the account is paid in full. If I fail to meet any of the provisions of the Payment Plan, my unpaid account may be referred to the University's Collection Office or a third party agent. A \$50 - \$200 collection fee may be added to the amount due depending on the balance on my account. The University may report unpaid accounts to a national credit bureau or collection agencies and additional fees will be applied at that time. If I default on my payment, my account may be turned over to the Attorney General of Ohio and additional fees will be applied at that time.

This application constitutes a promissory note for educational expenses and may not be dischargeable in bankruptcy.

Student Signature

Date

If you have any questions regarding your application, contact Campus411 or the Call Center at (216) 687-5411.

INSTRUCTIONS FOR THE FALL 2008 BUDGET PAYMENT PLAN AND EMPLOYER REIMBURSEMENT APPLICATION

Cleveland State University offers 3 different payment plans for courses that meet at least once per week for the entire term. Please read the following information and keep a copy of this completed and signed application for your records. There is a \$30 non-refundable payment plan service fee for all installment payment plans due with your first payment. Your first payment cannot be funded through any financial aid or loans.

1) The Budget Payment Plan (BPP) This plan allows you to spread current fees over the semester in four equal installments. Your first payment will consist of **25%** of your fall account balance plus the \$30 payment plan service fee; the 2nd, 3rd and 4th installments will be calculated by dividing the remaining balance into three equal monthly payments. If you join the plan between **August 28 and September 24**, the first payment is **33%** of your fall account balance; the remaining balance will be divided into 2 equal installments and due on the last two due dates. If you join the plan between **September 25 and October 22**, the first payment is **50%** of your fall account balance; the remaining balance will be due on the last due date. This plan is not available after October 22 as there is insufficient time to produce an invoice before the end of the term.

2) The Employer Reimbursement Payment Plan This plan allows you to defer 75% of your fall account balance until 30 days after the end of the term (**January 12, 2009**). Your Employer Reimbursement Plan Application must include a letter – signed by an authorized representative of your employer and printed on company letterhead – stating that you are eligible for tuition reimbursement. *This authorization letter must be dated after July 20, 2008.* Your initial payment will consist of 25% of your fall account balance plus a non-refundable \$30 payment plan service fee.

3) The 5 Pay Installment Plan This plan allows you to spread current fees over the semester in five equal installments. Your account balance must be \$3,960 or more after all financial aid and/or loans have been applied to your account. There is a different application for this plan. This application can be obtained via the web (www.csuohio.edu/offices/treasuryservices/forms), through Campus411 (MC116) or from the Cashier’s Office (MC115).

<p><u>Budget Payment Plan Due Dates</u></p> <p>1st payment: August 15–27, 2008 (See your invoice for the exact date)</p> <p>2nd payment: September 22, 2008 3rd payment: October 20, 2008</p> <p>4th payment: November 17, 2008</p>	<p><u>Employer Reimbursement Due Date</u></p> <p>final payment: January 12, 2009</p>
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IMPORTANT PROVISIONS

Your application will be returned if payment is not received with this application or payment is not in your student account when this signed form is received by the University. Applications received without payment will be rejected.

After submitting this payment plan application, changes to your schedule resulting in additional charges or credits are recalculated into your remaining outstanding balance. If you have additional charges after submitting this application, you must pay the proportional amount of the additional charges.

Financial Aid Information: If your financial aid is not applied by your due date, you can join either a Regular or Five Payment Budget Payment Plan to avoid late fees and the possibility of being cancelled from your classes. Your first payment will be 25% of your fall account balance plus the non-refundable \$30 payment plan service fee. Financial aid and loans are applied beginning August 13 for undergraduate and graduate students, and August 15 for law students. Your installments will be set up after financial aid has transferred into your student account. If you can not make your first payment and have pending financial aid, this application must be approved by a representative of Campus411 or The Office of Treasury Services.

Additional Details: A new payment plan application form must be signed, dated and submitted each semester. You may fax your application to (216) 687-3500 if you are making your payment on CampusNet. **Payments on CampusNet must be made before this application is submitted.** Incomplete or illegible applications will not be accepted. Students with a past due balance are not eligible for any payment plan. The Office of Treasury Services reserves the right to determine eligibility. If your application is not approved, you will be notified by mail and may be subject to late fees and possible cancellation of classes. An invoice will be sent to the address on file in CampusNet; however, failure to receive an invoice in the mail does not relieve you of the obligation to pay fees by the due dates. CampusNet provides the most accurate, up to date balance of your account. CampusNet is also the vehicle to update your email address, phone number and mailing address and can be used to make electronic payments to your account. Late or partial payments may be subject to a non-refundable \$25 late payment fee for each installment. If your classes are cancelled, you will not be eligible to use a payment plan when reinstating classes.

Failure to meet the obligations of the plan may result in your account being flagged to prevent future services including, but not limited to, registration, adding classes, receiving grades or requesting a transcript, until your account is paid in full. Unpaid accounts may be referred to the University’s or other collection offices. The University assesses a collection fee not less than \$50 or more than \$200, based on your account balance. If satisfactory arrangements cannot be made to clear an outstanding balance, the delinquency may be reported to a national credit bureau and/or other collection offices and additional fees will be charged. Refunds or other credits will be applied to any amount owed the University including future payment plan installments. The amount of your refund for dropped credit hours is based on total fees assessed and not the amount you paid prior to the date of the drop. Dropping credit hours after the final refund date does not release you from your financial obligation to the University.