

INSTRUCTIONS FOR THE FALL 2009 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 service fee for all installment 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 non-refundable 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 27th and September 23rd**, 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 24th and October 21st**, the first payment is **50%** of your fall account balance; the remaining balance will be due on the last due date. Enrollment in this plan is not available after October 21st.

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 11, 2010**). 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, 2009.* Your initial payment will consist of 25% of your fall account balance plus a non-refundable \$30 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 through Campus411 (MC116), from the Cashier's Office (MC115), or through our website at (www.csuohio.edu/offices/treasuryservices/forms).

<u>Budget Payment Plan Due Dates</u>	<u>Employer Reimbursement Due Date</u>
1 st payment: August 17–26, 2009 (See your invoice for the exact date)	final payment: January 11, 2010
2 nd payment: September 21, 2009 3 rd payment: October 19, 2009	
4 th payment: November 16, 2009	

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. Your first payment will be 25% of your fall account balance plus the non-refundable \$30 service fee. Financial aid and loans are applied beginning August 12th for undergraduate and graduate students, and August 14th for law students. Your installments will be set up after financial aid has transferred into your student account. If you cannot 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 or email and may be subject to late fees. An invoice or email will be sent to the address on file in CampusNet; however, failure to receive an invoice in the mail or an email does not relieve you of the obligation to pay fees by the due dates. CampusNet provides the most accurate, up to date balance on 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 will be assessed a non-refundable \$25 late payment fee for each installment.

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 collection office. 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 will be sent to a third party agent (ECSI) with a \$25 billing service fee being assessed and the account will be reported to the national credit bureaus. If the account is still not resolved, it may be turned over to the Ohio Attorney General's Office under Ohio Revised Code § 131.02 where additional fees will be assessed. 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.