

Spring 2010 Budget Payment Plan and Employer Reimbursement Application

A new form is required every semester. Please make a copy for your records. *Both sides of this application must be signed and dated.*

There is a five payment budget plan application available if your account balance is \$4,100.00 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 at www.csuohio.edu/offices/treasuryservices/forms.

Step 1: Student Information

| | | | |
|----------------|------------|-----------|-----------------------|
| CSU ID | First Name | Last Name | |
| | | () | |
| Street Address | Home Phone | | |
| | () | | |
| City | State | Zip | Cell or Daytime Phone |

Step 2: Select A Payment Plan

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

Step 3: Calculate First Payment *(please round to the nearest dollar)*

- | | |
|---|----------------|
| A. Enter current account balance: | A. _____ .00 |
| B. Divide line A by 4 if submitting this application through 1/20/10 Divide line A by 3 if submitting this application 1/21/10 to 2/24/10 Divide line A by 2 if submitting this application 2/25/10 to 3/24/10 Divide line A by 4 for Employer Reimbursement | B. _____ .00 |
| C. Payment plan service fee (non-refundable): | C. _____ 30.00 |
| D. Add lines B and C: This is your first payment due with this application. | D. _____ .00 |

| | |
|----------------------------|---|
| <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 |

Please submit this application and your first payment prior to the first day of academic instruction, January 11, 2010.

| | | | |
|--|---|----------------|--|
| Budget Payment Plan Due Dates: | first payment is due with this application | | |
| February 22, 2010 | March 22, 2010 | April 19, 2010 | |
| Employer Reimbursement Payment Plan Due Date: June 14, 2010 | | | |

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.

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|---|----------------------------------|
| Anticipated financial aid \$ _____ <small>(Disbursed within 5 business days)</small> | Revised account balance \$ _____ |
| 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 and the corresponding instruction page. 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. A \$50 - \$200 collection fee will be added depending on the balance on my account. The account may also be referred to a third party agent (ECSI) for further billing. An additional \$25 billing service fee will be added to the account at that time and the University may report unpaid accounts to the national credit bureaus. If I default on my payment, my account may be certified (forwarded) to the Ohio Attorney General's Office, under Ohio Revised Code § 131.02 for further collection activity.

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

Student Signature *(Both sides of this application must be signed and dated)* **Date**

If you have questions regarding your application, please contact Jonetha Jackson at 216-687-9244.

INSTRUCTIONS FOR THE SPRING 2010 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 spring 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 **January 21st and February 24th**, the first payment is **33%** of your spring 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 **February 25th and March 24th**, the first payment is **50%** of your spring account balance; the remaining balance will be due on the last due date. Enrollment in this plan is not available after March 24th.

2) The Employer Reimbursement Payment Plan: This plan allows you to defer 75% of your spring account balance until 30 days after the end of the term (**June 14, 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 November 2, 2009.* Your initial payment will consist of 25% of your spring 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 \$4,100.00 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 our website at (www.csuohio.edu/offices/treasuryservices/forms).

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| <p><u>Budget Payment Plan Due Dates</u> 1st payment: due with this application 2nd payment: February 22, 2010 3rd payment: March 22, 2010 4th payment: April 19, 2010</p> | <p><u>Employer Reimbursement Due Date</u> 1st payment: due with this application final payment: June 14, 2010</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 the first day of academic instruction, you can join the Budget Payment Plan to avoid late fees. Your first payment will be 25% of your spring account balance plus the non-refundable \$30 service fee. Financial aid and loans are applied beginning January 6th for undergraduate and graduate students, and January 4th 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 via email and may be subject to late fees. The email notice will be sent to your CSU email address; however, failure to receive an email notice 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.

I have read and agree to the terms and provisions documented on this payment application form.

Student Signature

Date