

INSTRUCTIONS FOR THE SUMMER 2011 BUDGET PAYMENT PLAN

Cleveland State University offers different payment plans to assist students with budgeting for their educational costs. Please read the following information and keep a copy of this completed and signed application for your records. Please note that 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 (after all financial aid is applied) over the semester in three equal installments. Your three payments must each be **one-third** of your total outstanding Summer account balance. If you join the plan between **May 26th and June 22nd**, your two payments must each be **50%** of your remaining Summer account balance. Enrollment in a Summer Budget Payment Plan is not available after June 22nd.

2) The Employer Reimbursement Payment Plan: This plan allows you to defer 75% of your total Summer account balance (after all financial aid is applied) until 14 days after the end of the term (**August 26, 2011**). 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 April 1, 2011.* Your initial payment must be 25% of your total Summer account balance. The application for the Employer Reimbursement Plan is available on our website at (www.csuohio.edu/offices/treasuryservices/forms).

Summer Budget Payment Plan Due Dates:

First payment is due with this application June 20, 2011 July 18, 2011

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 and future payments will also proportionately increase.

Financial Aid Information: If your financial aid is not applied by the first day of academic instruction, you should join the Budget Payment Plan to avoid late fees. Your first payment must be one-third of your anticipated Summer account balance after financial aid is applied. Financial aid and loans are applied beginning May 11th for Undergraduate and Graduate students, and beginning May 13th 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 that will disburse within 5 business days, this application must be approved by a representative of Campus411 or a staff member from 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) 687-9363 if you are making your payment online via 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 or resubmit your application by the due dates. Late or partial payments will be assessed a non-refundable \$25 late payment fee for each installment.

The Office of Treasury Services regularly sends email notices to your CSU email address, notifying students of important information and approaching due dates. We do not send paper invoices to students. Failure to receive an email notice does not relieve you of the obligation to pay tuition and fees. Students are required to monitor their account activity through CampusNet, which provides the most accurate, up to date balance on your account. CampusNet can also be used to make electronic payments to your account.

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, requesting transcripts or receiving a diploma, 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 can not 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; your account will be reported to the national credit bureaus at that time. If the account continues to remain delinquent, it may be turned over to the Ohio Attorney General's Office, under Ohio Revised Code § 131.02, where additional fees will be assessed and further collection activity occurs. 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 plan application form.

Student Signature

Date