

## Truman State University Flexible Payment Plan Agreement

Enrollment is not complete until payment of fees has been arranged. Once you select a payment method, that method will remain in effect throughout your attendance at Truman State University unless you rescind the agreement in writing, OR UNLESS THIS AGREEMENT IS RESCINDED BY TRUMAN STATE UNIVERSITY. Neglecting to arrange for payment by the first week of classes either by signing up for the Truman Flexible Payment Plan, or by paying your fees in full under the Standard Plan, will result in cancellation of enrollment with a \$20 late enrollment penalty required to re-enroll.

**Method 1: Truman Flexible Payment Plan:** If this payment method is selected, the student must sign and return this agreement form. Under the Truman Flexible Payment Plan, the bill will designate financial aid that is expected but not yet applied with an asterisk. If the student intends to accept all the expected aid, then the amount of the expected aid may be subtracted from the current amount due to arrive at the amount to be paid for the term. However, if the financial aid is not received by the due date, the balance adjusted for expected aid will accrue interest until the aid is received. (AS AID IS APPLIED TO THE ACCOUNT, THE AID IS NO LONGER MARKED WITH AN ASTERISK AND THE AID IS SUBTRACTED FROM THE CURRENT TERM BALANCE.) If the terms financial aid does not cover all fees, the personal responsibility is payable by dividing it into four payments during the fall and four payments during the spring (there are two payment dates for the summer term). The first bill for each term will be mailed to the student's permanent address. Subsequent monthly bills will be E-mailed to the student's official campus E-mail address. Students are responsible for forwarding the E-mail or for printing and mailing the bill to their parents or other persons needing a copy of the bill. Accounts not paid in full by the last due date; November 20 for fall, April 20 for spring, and July 1 for summer will be assessed a \$50 late penalty. ***This payment method will incur finance charges equal to one half percent (1/2%) per month (6%) per year on the unpaid balance.***

**Method 2: Standard Plan:** The Standard Plan will be assigned to students who do not select the Truman Flexible Payment plan by signing and returning this agreement. The Standard Plan bill will designate financial aid that is expected but not yet applied with an asterisk. If the student intends to accept all the expected aid, then the amount of the expected aid may be subtracted from the current amount due to arrive at the amount to be paid for the term. However, if the financial aid is not received by the due date, the balance adjusted for expected aid will accrue interest until the aid is received. The amount calculated as the student's responsibility must be paid in full by the due date on the bill. (AS AID IS APPLIED TO THE ACCOUNT, THE AID IS NO LONGER MARKED WITH AN ASTERISK AND THE AID IS SUBTRACTED FROM THE CURRENT TERM BALANCE.). Additional charges incurred during the semester must be paid by the due date designated on the bill. Accounts not paid in full by the last due date; November 20 for fall, April 20 for spring, and July 1 for summer will be assessed a \$50 late penalty. ***This payment method will incur finance charges equal to three quarter percent (3/4%) per month (9%) per year on the unpaid balance.***

**Financial Aid:** The University will apply any financial aid (federal, state, university) received for payment toward fees owed for the term for which the financial aid is awarded. Students can authorize the University through their award acknowledgement letter to apply federal financial aid not needed for the current term to miscellaneous charges owed to the University (e.g. parking fines or stickers, or balances owed for prior terms.) If expected or applied financial aid is cancelled for any reason, the student is responsible for payment of the charges vacated by the financial aid.

**Billing Rights:** Under the Fair Credit Billing Act, if you believe your bill is incorrect, or if you require more information regarding a transaction on your bill, write to Truman State University at the address listed on your bill. The University must hear from you no later than 60 days after you receive the first bill on which the error or problem appeared. You can telephone Truman State University, but doing so will not preserve your rights. In your letter, provide your name, account number, and the dollar amount of the suspected error. Describe the error and explain why you believe there is an error. You are not required to pay any questioned amount during the investigation; however, you are obligated to pay the portion of your bill not in question. During the investigation, the University cannot report you as delinquent or take any action to collect the amount in question.

**Default:** If payment is not made by the deadlines established, the University has the right to take steps to collect the balance including but not limited to the following: denial of registration; withholding transcripts and diploma until the balance is paid; referral of account to a collection agency; legal action to collect the balance due. The student will incur the cost of collection for defaulted accounts, which includes reasonable collection agency fee, and/or attorney fees. The University has the right to release information about the account to those concerned with collecting the balance due.

**Change in Terms:** The University reserves the right to amend these Terms and Conditions without securing a new agreement. The University will notify student of any changes in interest, or fees in advance of the change. The option to pay in full always exists. If unpaid, the student is bound by the changes.

I will notify the University promptly of change in my address. The University will provide the first statement for each term by mail to the student's permanent address. Subsequent monthly bills will be sent via E-mail to students at their official campus E-mail address. It is the students responsibility to forward their bill or print and mail a copy to their parents or other persons needing a copy of the bill.

**I understand that If I do not sign and return the payment agreement for Truman's Flexible Payment Plan, then I am agreeing to pay my fees by the end of the first week of classes for each semester that I am enrolled, known as the Standard Plan, as explained in Method 2 above.**

**My signature on this agreement means that I have read this agreement, including all terms and conditions, and I am electing to pay under the terms outlined in Method 1 above.** This agreement will remain in effect throughout my attendance at Truman State University, unless I rescind this agreement in writing, OR UNLESS THIS AGREEMENT IS RESCINDED BY TRUMAN STATE UNIVERSITY. I also authorize Truman State University to communicate with my parents/guardian regarding payment of fees. The University recommends that you retain a copy of this agreement. Copies are available on line at <http://businessoffice.truman.edu/forms/>. Return this original signed copy in the enclosed envelope.

Student last name	PLEASE PRINT CLEARLY	student first name	student signature
SSNO of Student	ID of Student		Date

**SIGN AND RETURN THIS FORM TO PARTICIPATE IN THE TRUMAN FLEXIBLE PAYMENT PLAN**  
**Mail signed form to: Truman State University, Business Office, MC 105, Kirksville, MO 63501**