

## Fall 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 \$4,200.00 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](http://www.csuohio.edu/offices/treasuryservices/forms).

**The \$30.00 application fee is being WAIVED for the Fall 2010 semester.**

### 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. \_\_\_\_\_
- B. Divide line A by 4 if submitting this application through 9/1/10  
Divide line A by 3 if submitting this application 9/2/10 to 9/29/10  
Divide line A by 2 if submitting this application 9/30/10 to 10/27/10  
Divide line A by 4 for Employer Reimbursement

**This is your first payment due with this application.**

B. \_\_\_\_\_ .00

Office Use Only				
c/e	amended			
<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, August 30, 2010.

### Budget Payment Plan Due Dates:

September 27, 2010

### First payment is due with this application

October 25, 2010

November 22, 2010

### Employer Reimbursement Payment Plan Due Date: January 18, 2011

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

If you are unable to pay the amount on line B 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
<input type="checkbox"/> 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 the Office of Treasury Services communicates via my CSU email account and it is my responsibility to read all correspondence sent. 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, transcript requests and receiving a diploma, 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 (ECSE) 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, where additional fees are assessed and further collection activity occurs.

**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 FALL 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. Your first payment can not be funded through any financial aid or loans. **The \$30.00 application fee is being waived for the Fall 2010 semester.**

**1) The Budget Payment Plan (BPP):** This plan allows you to spread current fees (after all financial aid is applied) over the semester in four equal installments. Your four payments must each be **25%** of your remaining fall account balance. If you join the plan between **September 2<sup>nd</sup> and September 29<sup>th</sup>**, your three payments must each be **33%** of your remaining fall account balance. If you join the plan between **September 30<sup>th</sup> and October 27<sup>th</sup>**, your two payments must each be **50%** of your remaining fall account balance. Enrollment in this plan is not available after October 27<sup>th</sup>.

**2) The Employer Reimbursement Payment Plan:** This plan allows you to defer 75% of your remaining fall account balance (after all financial aid is applied) until 30 days after the end of the term (**January 18, 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 July 19, 2010.* Your initial payment must be 25% of your remaining fall account balance.

**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 \$4,200.00 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](http://www.csuohio.edu/offices/treasuryservices/forms)).

<b>Budget Payment Plan Due Dates</b>		<b>Employer Reimbursement Due Date</b>
<b>1<sup>st</sup> payment: due with this application</b>		<b>1<sup>st</sup> payment: due with this application</b>
<b>2<sup>nd</sup> payment: September 27, 2010</b>	<b>3<sup>rd</sup> payment: October 25, 2010</b>	<b>final payment: January 18, 2011</b>
<b>4<sup>th</sup> payment: November 22, 2010</b>		

### 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 must be 25% of your anticipated fall account balance after financial aid is applied. Financial aid and loans are applied beginning August 18<sup>th</sup> for undergraduate and graduate students, and August 13<sup>th</sup> 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) 687-3500 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 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 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.

**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 (ECIS) 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 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*