

TERMS AND CONDITIONS

Enrollment

- Enrollment in the Alfred State College Monthly Payment Plan (MPP) is subject to approval based on payment history of previous payment plans.
- Enrollment in the Alfred State College Monthly Payment Plan is accomplished online by following the online instructions or by completing, signing, and returning the appropriate application form(s) to the Student Records and Financial Services Office. A non-refundable application fee of \$25 (per semester) and down payment are required when signing up for the 4 Payment and 3 Payment Monthly Payment Plans.
- If you are applying by mail, you will not be considered enrolled until your completed application forms, non-refundable application fee and down payment are received.
- Enrolling in the Monthly Payment Plan by mail **does not process your bill.**
- Enrolling in the Monthly Payment Plan after the initial due date will not change the payment due dates. It will shorten the period between the first and second payment.
- Enrollment in the Veteran's Payment Plan requires proof of eligibility such as the DD214 Form or an eligibility letter for the Montgomery GI Bill. A down payment is not required and the \$25 non-refundable application fee is waived. You must sign up for this plan in the Student Records and Financial Services Office.

Budget Amount/Adjustments/Cancellation

- Only charges billed by Alfred State College may be budgeted.
- Increasing the budgeted amount requires the completion of additional paperwork and cannot be done online. If you increase your budgeted amount, your monthly payments will be increased. Additional payments will not be added to the plan.
- You may cancel your Monthly Payment Plan on BannerWeb or request in writing to have your plan reduced or cancelled. If you elect to cancel your plan and you owe a balance, the balance must be paid in full by the next installment due date or a late fee will added.

Installment Payments/Balance

- **Installments are due on the 3rd of the month by 4 p.m.** (The 10th of the month for the Veteran's Plan). If the due date falls on a weekend or holiday, payments are due by 4 p.m. on the next business day. **There is no grace period.**
- **You are responsible for making the payment each month.** Payments are **not automatically** made by the Students Records and Financial Services Office unless you complete the MPP Credit Card Authorization Form.
- If you are mailing the payment, make sure you allow enough time to reach the office on or before the due date. Payments received after the due date will be assessed a late fee.
- All installments made through the Alfred State College Monthly Payment Plan will be credited directly to your account.
- **READ YOUR E-MAIL.** A payment due reminder will be sent via e-mail each month as well as late notices.

Financial Aid

- The receipt of financial aid in the form of grants, loans, scholarships, etc. will not automatically adjust your Monthly Payment Plan. **You are still responsible for your payments unless you cancel or adjust your plan.**
- Financial aid cannot be used as a payment towards the Monthly Payment Plan.

Fees and Other Charges

- Your application fee is non-refundable.
- Your account will be assessed a \$20 service charge for any payment returned for insufficient funds, or which is not collectible for any other reason, and your plan will be cancelled.
- There will be an additional late charge for any payment not received in full by the due date.
 - If payment due is from \$0 – \$999.99 a **\$30 late fee** will be charged to your account.
 - If payment due is from \$1,000 – \$1,999.99 a **\$40 late fee** will be charged to your account.
 - If payment due is \$2,000 or above a **\$50 late fee** will be charged to your account.

Failure to Pay

- In the event you fail to pay the total installment amount due by the due date, your enrollment in the Alfred State College Monthly Payment Plan will be terminated.
- A late payment fee will be added and the remaining account balance plus the late fee will be due in full.
- **Once terminated from the Monthly Payment Plan for any reason, you will not be able to use the plan again.**

Name

Student ID Number

Signature

Date