



Student Financial Services  
 10 Upper College Drive, Alfred, NY 14802  
 Fax: (607) 587-3275 Phone: (607) 587-4253

**Authorization for 5-Month Payment Plan (MPP)**

**Available through December 21, 2009 at 4 p.m.\***

I \_\_\_\_\_, 800# \_\_\_\_\_, hereby promise to pay to the  
Please print student's name legibly

order of Alfred State College \$ \_\_\_\_\_ for charges deferred for the **spring 2010 semester**  
Total budget  
 in five equal payments on or before the dates listed below.

	<u>Payment Amount</u>	<u>Date to be Paid</u>	<u>Date Paid</u> <small>For Office Use Only</small>
<b>Enrollment fee:</b>	<b>\$25</b>	Due upon MPP Enrollment	_____
_____		December 3, 2009	_____
_____		January 3, 2010	_____
_____		February 3, 2010	_____
_____		March 3, 2010	_____
_____		April 3, 2010	_____

**\*After Dec. 21, 2009, at 4 p.m., you must use the 4-Month Payment Plan.**

By signing below, I certify that I have read and agree with the terms and conditions of the Monthly Payment Plan. I further understand that if the above payments are not paid as specified, I will be dropped from the plan and a hold will be placed on my account, late fees will be added, and enrollment and/or future registration may be affected.

\_\_\_\_\_  
 Signature Date

**\*\*\*\*Please note: Signing up for the MPP DOES NOT PROCESS YOUR BILL. You still need to process your bill AFTER Student Accounts approves your plan \*\*\*\***

Please provide a phone number and contact name for any problems with the above Monthly Payment Plan:

Please print contact's name: \_\_\_\_\_

Phone # for contact: \_\_\_\_\_

## TERMS AND CONDITIONS

### Enrollment

- 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 enrollment form together with your enrollment fee of \$25 (per semester) to the Student Financial Services Office.
- If you are applying by mail, you will not be considered enrolled until the enrollment fee has been received and processed.
- 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. If enrolling on or after the second installment due date, you will be responsible for two payments.
- Final Registration Day is the last day you can enroll in the Monthly Payment Plan.

### Budget Amount/Adjustments/Cancellation

- Only charges billed by Alfred State College may be budgeted.
- If you increase your budgeted amount, you will be required to pay the percentage that would have been included in prior installment payments. Increasing the budgeted amount will not be allowed starting with the first day of classes.
- You may cancel your Monthly Payment Plan on Banner Web 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 date or a late fee will be added.

### Installment Payments/Balance

- **Installments are due by 4 p.m. on the due date.** 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 Financial Services Office.
- 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 enrollment 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 – 1999.99, 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, 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.**

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Name

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Student ID Number

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Signature

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Date