Student Records and Financial Services ▪ 10 Upper College Drive ▪ Alfred, NY 14802
Email sfs@alfredstate.edu ▪ Fax 607-587-3275 ▪ Phone 607-587-4253

Fall 2018 Application for 2-Month Payment Plan (MPP)
Available after August 17, 2018

- Enrollment in the Alfred State Monthly Payment Plan is subject to approval by the Student Records and Financial Services Office.
- Participants in the 2-Month Payment Plan are required to make a 33.34% down payment of their semester balance plus a $25.00 nonrefundable application fee when signing up for the plan. The remaining balance will be divided into two equal payments due on the dates listed in the schedule below.

I, _____, 800# _____, hereby promise to pay to order of
Please print **student's** name legibly Student ID number

Alfred State $_____ for charges deferred for the Fall 2018 Semester. I understand I must make
Total Balance

a 33.34% down payment of the semester balance and a $25.00 nonrefundable Application Fee now plus two equal payments on or before the dates listed below.

	Amount Due	Due Date
Down Payment	$ _____	Now
Application Fee (nonrefundable)	$ 25.00	Now
First Payment	$ _____	Oct. 3, 2018
Second Payment	$ _____	Nov. 3, 2018

By signing this application, I certify that I have read and agree with the terms and conditions of the Monthly Payment Plan. I further understand 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 in future payment plans and/or future registration may be affected.

_____ _____
Student Signature Date

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: (_____) _____

Student Records and Financial Services ▪ 10 Upper College Drive ▪ Alfred, NY 14802
Email sfs@alfredstate.edu ▪ Fax 607-587-3275 ▪ Phone 607-587-4253

TERMS AND CONDITIONS

Enrollment

- Enrollment in the Alfred State's Monthly Payment Plan (MPP) is subject to approval based on payment history of previous payment plans.
- Enrollment in the Alfred State's 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 nonrefundable application fee of $25 (per semester) and down payment are required when signing up for the 4 Monthly, 3 Monthly, and 2 Monthly Payment Plans.
- If you are applying by mail, you will not be considered enrolled until your completed application forms, nonrefundable application fee, and down payment are received.
- 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. A down payment is not required and the $25 nonrefundable 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 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's 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 nonrefundable.
- 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's 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.

_____	_____
Student Name	Student ID Number
_____	_____
Student Signature	Date