

# HOW TO JOIN THE CLARKSON UNIVERSITY PAYMENT PLAN (PP)

- ◆ *Complete the Payment Plan Application by July 13, 2012, to participate for the fall term.*
- ◆ *Send the \$60 nonrefundable application fee with your completed application.*

Once we have received the completed application, you will be sent a summary that will include your estimated charges, financial aid, number of payments, and the monthly amount along with coupons for the Fall 2012 term based on your calculations on the application. Spring 2013 term coupons will be sent prior to the November due date.

Monthly invoices will be mailed to the student's home address. They will reflect any miscellaneous charges (i.e. parking fines, ID replacement, dorm damage), not calculated in the Payment Plan. These additional charges must be paid in full by the due date on the invoice in addition to your normal Payment Plan payment, which is due on the 1st of each month or the next business day.

## General Information

Participation in the PP is extended to anyone with a U.S. address. The applicant determines the amount to be financed. The maximum can be your total charges (less anticipated financial aid) and the minimum is \$1,000 a term. If you have not received your financial aid information for the academic year at this time, you may use estimates based on your previous year's aid. Keep in mind that this is an estimate and most likely will change. Please note that your financial aid is dependent upon academic standing, financial need, and budget availability. The applicant should compare the estimates placed on this application to the actual charges and credits on the monthly invoice. Invoices will be mailed to the attention of the student at the billing address on file in the Student Administrative Services Office.

Clarkson University reserves the right to review all applications for acceptance into the PP based upon previous payment history and information provided on the application. A continuing student's prior term balance MUST be paid in full before an application will be processed.

## Completing the Application

The application must be completed and signed by the person who is financially responsible for payment. To determine the charges/balance, use the information on your Financial Aid Notification. Please note, charges and credits, unless otherwise noted, should be divided into two equal amounts for each term.

## Responsible Person(s)

The financially responsible person(s) agree to pay the debt identified and incurred on the student's account although they may not personally receive any property and/or services. They may be sued for payment although the person who received or has received the property and/or services is able to pay.

## Joining the Payment Plan

Completed applications must be received by July 13, 2012, to participate for the fall term. If you submit the initial application applying for both terms before the deadline date, you will be automatically enrolled for the spring term as long as there is no outstanding balance on the account from any prior term(s). Payments are due on the 1st of each month or the next business day.

*If the Fall 2012 completed application and fee is received at Clarkson by:*

April 13.....	6 payments due 5/1-10/1
Between 4/14-5/11 .....	5 payments due 6/1-10/1
Between 5/12-6/8.....	4 payments due 7/1-10/1
Between 6/9-7/13.....	3 payments due 8/1-10/1
July 14 and after .....	must pay balance in full.

*If the Spring 2013 completed application and fee is received at Clarkson by:*

October 11.....	6 payments due 11/1-4/1
Between 10/12-11/15.....	5 payments due 12/1-4/1
November 16 and after .....	must pay balance in full.

## Payment Options

Monthly checks should be made payable to Clarkson University PP. We do not accept postdated checks. There will be a \$20 charge for any checks returned to us by the bank.

## ePayment

The ePayment feature allows students to make payments on their student account by electronic bank transfer from a checking or savings account (ACH) or by a credit card (Visa, MasterCard and Discover). The credit card option does have a convenience fee charge. Student can view the link on their Student Service Center or through the SAS Web site at [http://www.clarkson.edu/sas/student\\_accounts](http://www.clarkson.edu/sas/student_accounts). Payments are made through a secure payment Web site administered by Educational Computer Systems Inc. (ECSI).

**PAYMENT PLAN APPLICATION** (Please type or print clearly and complete all information)

**Financially responsible person's information.**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Financially Responsible Person's Signature \_\_\_\_\_

**Student Information**

Student's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Student Number \_\_\_\_\_

**Calculation of Agreement** The responsible person should compare the estimates placed on this application to the actual charges and credits on the invoice.

**Student Status:**  Undergraduate  Graduate **Requesting Plan For:**  Fall and Spring  Fall Only  Spring Only

Federal Direct Student Loan Estimated Amounts by Term		
LEVEL	Fall	Spring
Freshman	\$1,733	\$1,733
Sophomore	\$2,228	\$2,228
Junior and Senior	\$2,723	\$2,723
Additional unsubsidized	\$990	\$990

By signing below I am authorizing Student Administrative Services to release educational records pertaining to my student account and financial aid to the financially responsible person indicated above. This authorization remains in effect while I am enrolled at Clarkson University. I understand that I may terminate this authorization at any time by notifying Student Administrative Services in writing.

Student Signature \_\_\_\_\_

**ESTIMATED FALL CHARGES:**

Tuition	18,885
Required Fees	420
Housing	3,855
Meals	2,947
Knight Card*	500
<b>TOTAL</b>	<b>26,607</b>

**ESTIMATED SPRING CHARGES:**

Tuition	18,885
Required Fees	420
Housing	3,855
Meals	2,947
Knight Card*	500
<b>TOTAL</b>	<b>26,607</b>

**KNIGHT CARD** • Participation in the Knight Card program is optional.

**ESTIMATED FALL CREDITS:**

NYS TAP or other state awards	_____
Federal Grants (Pell, SEOG)	_____
Outside Scholarships/Grants	_____
Clarkson Scholarships/Grants	_____
Federal Direct Student Loan (total)	_____
Clarkson Loan	_____
Other Student Loans	_____
Federal Direct Parent PLUS Loan	_____
Other	_____
<b>TOTAL</b>	_____

**ESTIMATED SPRING CREDITS:**

NYS TAP or other state awards	_____
Federal Grants (Pell, SEOG)	_____
Outside Scholarships/Grants	_____
Clarkson Scholarships/Grants	_____
Federal Direct Student Loan (total)	_____
Clarkson Loan	_____
Other Student Loans	_____
Federal Direct Parent PLUS Loan	_____
Other	_____
<b>TOTAL</b>	_____

(Federal Work-Study or University Work Program is not applied toward the term charges)

Total Fall Charges	_____	Total Spring Charges	_____
Less Fall Credits	_____	Less Spring Credits	_____
Fall Balance (pay May-Oct.)	_____	Spring Balance (pay Nov.-April)	_____

Please enclose the nonrefundable application fee of \$60 made payable to Clarkson University PP. Retain a copy of this application for your records. Any applications received without the \$60 fee will not be processed.

Return your application and \$60 fee to: Student Administrative Services, Clarkson University  
Box 5548, 8 Clarkson Avenue, Potsdam, NY 13699

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# PAYMENT PLAN TERMS AND CONDITIONS

The following statement constitutes the terms and conditions of the Clarkson University Payment Plan (PP). Participants in the Clarkson University Payment Plan pay all tuition, fees, housing and meals in monthly payments. The fall payment plan runs from May 1 – October 1 and the spring payment plan runs from November 1 – April 1.

1. The PP permits payment of all tuition, fees, housing and meals in monthly installments instead of a lump sum at, or prior to, check-in. The charges for each term are paid in monthly installments, each of which shall be a portion of the total amount payable for the term. These charges, however, are subject to adjustment as set forth in the following paragraphs.
2. The applicant's estimate is based on the amount payable under the PP for each term. Where actual charges are not determined, average or estimated charges have been used. The amount to be financed for each term cannot include any prior semester balance. Any charges above and beyond the original PP amount must be paid with the monthly invoice that is sent to the student's billing address.
3. The debtor shall pay monthly installments in accordance with the schedule set forth by the University to equal the total amount payable with respect to the student's account. All payments must be made in U.S. funds.
4. The first installment for the fall term is due on May 1, and the remaining payments are due on the first day of each succeeding month. The first installment for the spring term is due on November 1, and the remaining payments will be due on the first day of each succeeding month. The number of monthly payments will be determined by the process date of the application.

5. The University may refuse to register and any subsequent participation in the PP any student for whom all payments due have not been paid. The University may withhold diplomas and transcripts from any student for whom all tuition, fees and other charges have not been paid by the final due date for each term. Subsequent participation will also be denied to anyone who knowingly misrepresents information on his/her application. In the event this agreement is referred to an attorney for collection, the student shall pay attorney fees, reasonable collection costs and charges necessary for the collection of any unpaid amount.
6. In the event the student withdraws from the University prior to registration, payments made under the PP will be refunded to the student after all outstanding financial obligations have been met. Refunds will not be given until the University has received official notification of the student's withdrawal.
7. **Please allow ample time for postal delivery when you mail your payment. If your plan becomes two months delinquent, your plan will be cancelled.**
8. The minimum PP amount that may be financed will be \$1,000 per term.

*This agreement is subject to and subordinate to other documents signed involving a contractual relationship with Clarkson University. If any portion of this document shall be held to be inconsistent with those documents, or illegal, such portions of this agreement shall be void, but all remaining provisions shall remain in full force and effect.*

