A flexible payment schedule designed to help you manage your college bill.

Our college payment plan is designed to assist those students and their families who may find it difficult to pay the total semester bill by the invoice due date, or who wish to make optimal use of credit card services as they cover college costs.

With an application fee of $35 per semester, the plan allows bills to be paid in the following ways:

- five equal installments throughout one semester;
- OR
- one initial payment of one-half the amount due, with three *monthly* payments over the course of each *semester*.

Payments will be accepted by check, money order, Visa, MasterCard or Discover.

Once you've enrolled in the plan, the Bursar's Office will send you a periodic statement for the remaining payments based on your plan selection.

All payments are due on the 20th of each month, even if you do not receive a bill.

Procedures for enrolling in the plan

1. Determine the estimated budget amount by deducting any financial aid (except work study and private scholarships) from the estimated total charges.
2. Select a payment option and complete the option worksheet for the current semester.
3. Complete and return the application with your $35 application fee and initial payment to the Bursar's Office.
Determining Your Budget Amount

Total expenses (tuition, all fees, room, board, Cardinal Cash)
- Total credits (approved financial aid, not including work study and private scholarships)

__________________________
= Amount to budget

Benefit:
The plan helps everyone, regardless of financial status. You can create the payment schedule that's best for your family AND, if you are getting loans, you may also be able to reduce the amount you need to borrow.

To enroll in the plan, you will need to choose ONE of the options below.
NOTE: You must reapply for each semester.

Option A
Five equal payments per semester.

**Fall semester**
Application fee $35.00
June payment __________
July payment __________
August payment __________
September payment __________
October payment __________
Total __________

**Spring semester**
Application fee $35.00
November payment __________
December payment __________
January payment __________
February payment __________
March payment __________
Total __________
To enroll in option A, simply complete and return the application with your first monthly payment and the $35 application fee. This plan is based on estimated expenses, and may be adjusted when your invoice is returned and processed.

**Option B**

One half of total budget by bill due date and the balance in three payments.

**Fall semester**

<table>
<thead>
<tr>
<th>Application fee</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial payment</td>
<td>______</td>
</tr>
<tr>
<td>September payment</td>
<td>______</td>
</tr>
<tr>
<td>October payment</td>
<td>______</td>
</tr>
<tr>
<td>November payment</td>
<td>______</td>
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<tr>
<td>Total</td>
<td>______</td>
</tr>
</tbody>
</table>

**Spring semester**

<table>
<thead>
<tr>
<th>Application fee</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial payment</td>
<td>______</td>
</tr>
<tr>
<td>February payment</td>
<td>______</td>
</tr>
<tr>
<td>March payment</td>
<td>______</td>
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<tr>
<td>April payment</td>
<td>______</td>
</tr>
<tr>
<td>Total</td>
<td>______</td>
</tr>
</tbody>
</table>

To enroll in option B, wait for your invoice.* Return your invoice, this payment plan application, and your initial half payment plus your $35 application fee by the due date on your invoice.

*Fall tuition invoices are mailed in July. Spring invoices are mailed in November.

Note: Applications received after the first payment month must include all prior payments. At least one-half of the college bill must be paid before a student may begin classes.
College Payment Plan Application

I wish to use the Plattsburgh State College payment plan for the semester indicated below. By submitting this application, I am indicating that I have read the terms and conditions outlined in this brochure and that I understand and agree to abide by these terms and conditions.

Semester: _________________________

Student’s Signature: ________________________________

Student's Name: ________________________________

Address: ________________________________

City: ________________________________________

State: _____ Zip Code: __________

Student's Soc. Sec. # _____/____/________

Home Phone # (_____)______________

Application Fee: $35.00

First Payment: __________

Total Amount Enclosed: __________

If you wish to pay by credit card...

MasterCard / Visa / Discover

   Acct# __________________________

   Expiration Date__________________

   Amount________________________

Cardholder's Name (please print)

   ______________________________________

Signature

   _____I would like Plattsburgh State to charge payments to my credit card automatically on the 20th of each month.
Please make all checks payable to: Plattsburgh State

Return this completed application with your payment to:

Plattsburgh State
Bursar’s Office
101 Broad Street
Plattsburgh, NY 12901

For Assistance
Tel.: (800) 360-8365 or (518) 564-3120
FAX: (518) 564-3116
Web: plattsburgh.edu/offices/admin/bursar/
E-mail: bursar@plattsburgh.edu

Terms and Conditions

• The application fee is non-refundable.
• Financial aid will be applied to any outstanding invoice balance, including the payment plan, before refunds or credits are disbursed.
• All billed educational costs (tuition, fees, room, and board) and Cardinal Cash* are allowable budget costs on the plan.
• The plan may be cancelled at any time by notifying the Bursar’s Office in writing and including payment in full.
• For students withdrawing from school, refunds of monies paid will be handled according to the college’s refund policy.
• The college reserves the right to assess a $30 late payment fee each month on all payments received after the due date.
• The college reserves the right not to offer the college payment plan privileges in cases where applicants have not paid according to their payment schedule.
• You must reapply for each semester.