



# MONTHLY PAYMENT PLAN

## Bursar's Office

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## PENNSYLVANIA COLLEGE OF ART & DESIGN

Pennsylvania College of Art & Design offers monthly payment plans to help students and parents meet educational costs as conveniently as possible.

The payment plans allow for all, or a portion, of tuition costs to be paid in monthly payments **without** interest. The only cost to the participant is the plan fee during the enrollment period to cover the expense of administering the plan.

The plan fee must be remitted with each contract application. The plan fee is non-refundable once the college has approved the contract. The fee for the 3-month plan is \$25 per semester and the fee for the 5-month plan is \$30 per semester. Any student in good financial standing is able to participate. Any student with outstanding balances from prior terms will be excluded from participation until those prior term balances are paid.

Any payments received late (after the 5<sup>th</sup> of the month) will result in a late payment fee of \$45. **Failure to remit any two monthly payments by the due date will result in cancellation of the payment plan. The balance will then be due in full.**

## THE COLLEGE OFFERS YOU A CHOICE OF TWO PLANS

### 3 Month Plan

The 3 month plan consists of **3** equal monthly payments for either the fall and/or spring semester. Payments for the fall semester are due August, September, and October 1st. Payments for the spring semester are due December, January, and February 1st. **A new contract plan must be completed for each semester.**

### 5 Month Plan

The 5 month plan consists of **5** equal monthly payments for either the fall and/or spring semester. Payments for the fall semester are due July (July payment is due by the end of the month), August, September, October, and November 1st. Payments for the spring semester are due December, January, February, March, and April 1st. **A new contract plan must be completed for each semester.**

If you wish to take advantage of one of our payment plans, please complete the enrollment form on the reverse and mail with the plan fee and your first payment to:

Pennsylvania College of Art & Design

Attn: Bursar

P.O. Box 59

Lancaster, PA 17608-0059



# MONTHLY PAYMENT PLAN ENROLLMENT FORM

Student Name: \_\_\_\_\_

PCAD Student ID: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Term: \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email(1): \_\_\_\_\_

Email(2): \_\_\_\_\_

**Office Use Only:**

Date Received: \_\_\_\_\_

PP updated in PowerCampus: Y/N

**Plan Amount Due:**

Tuition and Fees for the semester \$ \_\_\_\_\_

Subtract Anticipated Aid for the semester \$ \_\_\_\_\_

Subtract Payments to the College \$ \_\_\_\_\_

Plan Total \$ \_\_\_\_\_

**Monthly Payments:**

3 Month Plan – divide Plan Total by 3 for monthly payment amount.

(3 Month Plan – Include \$25 with your first payment)

\$ \_\_\_\_\_

5 Month Plan – divide Plan Total by 5 for monthly payment amount.

(5 Month Plan – Include \$30 with your first payment)

\$ \_\_\_\_\_

**It's your responsibility to adhere to the due dates and avoid any additional fees.**

I have read, understood, and agree to follow the terms listed in this brochure:

- I agree to pay all installments on time understanding that this means on or before the due date established.
- I understand tuition payments received are first applied against the oldest outstanding amounts.

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

Date: \_\_\_\_\_