



## Installment Plan Enrollment Form 2023– 2024 Academic Year

This Installment Plan allows Stetson University College of Law students to pay, over the course of the current semester, the estimated total net charges for tuition, fees, and on-campus (dorm) fees, and certain other educational expenses owed to Stetson University College of Law and identified in the *Student Accounts and Installment Payment Plans* policy.

- 1. General Terms:** Installment Plans are subject to the conditions and terms detailed in the College of Law policy titled *Student Accounts and Installment Payment Plans* in effect at the time the student enrolls in the Installment Plan. By applying for enrollment in the Installment Plan, the student agrees that he or she has reviewed this policy and understands those terms and conditions. **NOTE:** Enrollment in an Installment Plan is on a per-semester basis, which means that each semester a student desires to participate in a plan the student must complete the enrollment process again.
- 2. Eligibility:** Eligibility to participate in an Installment Plan is determined by the policy on *Student Accounts and Installment Payment Plans* in effect at the time this Installment Plan Enrollment Form is completed.
- 3. Enrollment Fee, Initial Payment, and Other Charges:** As a condition of participating in this Installment Plan, a \$75 enrollment fee will be charged. The student must pay 20% of the balance due for charges eligible for this Installment Plan this semester, plus 100% of any remaining charges ineligible for this program.
- 4. Remaining Installments:** The remaining 80% of the balance and applicable late charges, will be billed by Stetson and paid by the student in three monthly installments, due by the close of business on the dates detailed in the Approval Section of this Enrollment Form, a copy of which will be provided to the student. By submitting this Enrollment Form, the student agrees to make timely payments in accordance with the approved schedule, or any revised schedule that may be issued in accordance with Paragraph 6.
- 5. Installment Plan Amount:** The Installment Plan amount may not exceed the estimated total net charges (total estimated charges less authorized aid, memo items indicating pending approved aid, and scholarships) for the semester. Total net charges may include tuition, fees, and educational expenses owed to the College of Law and identified in the current version of the *Student Accounts and Installment Payment Plans*. Authorized aid or memo items indicating pending approved aid may not be financed through an Installment Plan, nor may amounts owed to other educational institutions, including other schools and colleges within Stetson University, or outside creditors or vendors.
- 6. Increases/Decreases in the Installment Plan Amount:** Once this Installment Plan has been approved, additional charges may not be added. Additional charges created on the student account for any reason (e.g., financial aid adjustments, additional housing charges, additional late fees, parking fines, library fines, health insurance charges, etc.) will be billed separately and will be due in full when billed. The student agrees that any adjustment to the student's financial aid or award of a scholarship that results in a credit will be applied to the Installment Plan balance and the student will be notified of the adjusted payment amounts due.
- 7. Payment by Credit Card:** Students who choose to make their installment payments by credit card must use the secured online payment gateway. A convenience fee will apply for each credit card transaction. See *Credit Card Acceptance: Frequently Asked Questions* at <http://www.law.stetson.edu/policies/home/> for additional details.

- 8. Finance Charge:** No finance charge is associated with the Installment Plan.
- 9. Late Charges:** A late payment is any payment *received* by the College of Law after the due date. A charge of \$200 will be assessed on the first monthly payment that is late. A second delinquent monthly payment results in an additional \$200 late fee plus cancellation of the Installment Plan. See the College of Law policy titled *Student Accounts and Installment Payment Plans* for additional detail.
- 10. Prepayment:** Students may, at any time and without prepayment penalty, make additional payments over the approved installment schedule included in the Approval Section of this Enrollment Form. After a prepayment is received, the Business Office will adjust the amount of any remaining monthly installments and provide the student with an updated installment schedule for the balance of the semester.
- 11. Documents and Approvals Required:** To be considered for enrollment in the Installment Plan, the student must:

Complete and sign this Enrollment Form **and** the Master Promissory Note and return both forms to the Business Office, and pay 20% of the balance due on the student's account for charges eligible for this Installment Plan this semester plus 100% of any remaining charges ineligible for this program.

This Installment Plan is not effective until approved by the Business Office. If these steps are not completed and the Installment Plan approved by the date tuition is due, the student account is considered delinquent, and the consequences described in the College of Law policy titled *Student Accounts and Installment Payment Plans* will apply.

- 12. Written Notices:** Written notices regarding this Installment Plan will be sent to the student's campus email address or to the mailing address on file in the Registrar's Office.

**This Installment Plan is not valid until student eligibility is verified, the initial 20% payment has been made, the Enrollment Form and Master Promissory Note have been signed and submitted, and the Installment Plan is approved by the Business Office.**

Please accept this as my application for participation in the Fall      Spring      Summer      202\_\_\_\_\_ Stetson University College of Law installment Plan. *(Please print.)*

Student's Full Name: \_\_\_\_\_ Banner No #800\_\_\_\_\_

Campus Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

I agree to the terms and conditions of this plan:

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Date**

Please complete and return this Enrollment Form and Master Promissory Note to the College of Law's Business Office, 1401 61<sup>st</sup> St. S., Gulfport FL 33707; [businessoffice@law.stetson.edu](mailto:businessoffice@law.stetson.edu). The initial 20% installment must either accompany the forms or be paid by credit card through the secure online gateway at <https://connect.law.stetson.edu/secure/payment/>.

**STETSON UNIVERSITY Master Promissory Note for Educational Benefits**

At Stetson University College of Law, the payment of tuition and all other applicable fees becomes an obligation at the time classes begin. Before registration is considered valid, the student must pay any prior obligations due on his/her account. Prior to or at the commencement of each term, a Preliminary Statement for the term is sent to the student itemizing payment obligations to the University including but not limited to, tuition, fees, room, and board. When available, the statement will also itemize any credits due the student for the term, such as financial aid. Thereafter, students can view their account status on Banner web.

**If full payment for semester charges are not paid by the first business day of classes for the semester, a student is considered in default and must either enlist and abide by a payment arrangement offered by Stetson University or face being administratively withdrawn from all classes and having his/her registration canceled in addition to other consequences detailed by policy.**

**DELINQUENT ACCOUNTS**

When a student’s account becomes delinquent because payments are not made to the University according to the terms above, the student must arrange with the Business Office a plan of payment that is satisfactory to the University. This includes but is not limited to enrollment in the College of Law Installment Plan program.

If a satisfactory plan is not arranged, or if payments are not made in accordance with the payment plan, the entire balance shall be immediately due and payable and the University has the right to take steps to collect the balance including, but not limited to, the following: excluding the student from classes, withholding official academic transcripts and diploma until the balance is paid; turning the student’s account over to a collection agency; and taking legal action to collect the balance due. The student authorizes the University to release financial information about his/her account and other information useful in verifying the charges on the account to those concerned with collecting the balance owing. In the event of collection procedures or a suit to collect unpaid balances on the student’s account, the student will be charged all of the University’s costs for collections, including legal fees, not to exceed 50% of the entire outstanding balance.

**This payment agreement will cover the student’s obligations to the University for as long as the student continues to incur obligations to the University and/or has an outstanding balance on his/her account. If the student signs a subsequent payment agreement, the agreement last executed will take precedence.**

The student agrees to inform the University of any change in his/her name, address and phone number.

The undersigned student agrees to pay his/her obligations to Stetson University in accordance with the terms and conditions herein set forth.

**I AGREE**

\_\_\_\_\_  
**Senior Associate Vice President of Budget and Finance  
Stetson University College of Law**

\_\_\_\_\_  
**Student Name (print)**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Form updated 07.11.23*

**Business Office Approval**

Total to be included in Installment Plan: \$\_\_\_\_\_

Amount (20%) due at installment plan enrollment: \$\_\_\_\_\_

Balance to be paid by installment: \$ \_\_\_\_\_

Enrollment Form received:

Master Promissory Note received:

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

Student eligible: Yes No

Eligibility verified by: \_\_\_\_\_

on \_\_\_\_/\_\_\_\_/\_\_\_\_

Initial Installment received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount: \$\_\_\_\_\_

Cash Check

Credit Card

Installment Plan approved: Yes No

If no, reason: \_\_\_\_\_

**INSTALLMENT SCHEDULE**

**Fall 2022 Payment Due Dates**

**Amount Owed**

September 18, 2023 \$ \_\_\_\_\_

October 18, 2023 \$ \_\_\_\_\_

November 18, 2023 \$ \_\_\_\_\_

**Spring 2023 Payment Due Dates**

**Amount Owed**

February 20, 2024 \$ \_\_\_\_\_

March 20, 2024 \$ \_\_\_\_\_

April 20, 2024 \$ \_\_\_\_\_

**Summer 2023 Payment Due Dates**

**Amount Owed**

June 27, 2024 \$ \_\_\_\_\_

July 27, 2024 \$ \_\_\_\_\_

I acknowledge receipt of my approval and installment schedule.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date