

## **FORT LEWIS COLLEGE PAYMENT PLAN TERMS**

Fort Lewis College is now able to offer students a payment plan for the fall and winter terms to finance tuition, student and course fees, housing, meal plan and insurance. All other charges such as books, health center fees and parking or library fines are not eligible and are due as billed. Payment plans are optional and students must sign a new agreement each term if they wish to participate. Students may still choose to pay balances in full by the due date.

### **WHO CAN PARTICIPATE**

Any student registered part-time or full-time is eligible. Continuing Education courses and Innovative Month programs are not eligible. The deadline for enrollment in the payment plan is census day of the term.

Withdrawal from the term will cancel the contract and the outstanding balance is immediately due in full.

### **COST TO PARTICIPATE**

A non-refundable \$50.00 administrative fee is charged each term to offset additional costs of record keeping and billing. This fee is due in full with the Payment Plan Agreement and must be received by census day. The first installment is also due on census day.

### **HOW DO I PARTICIPATE IN THE PLAN**

Print and complete the form using your Fort Lewis College bill, Tuition and Fee Schedule, or WEBOPUS account summary. Make a copy for your records and mail the completed signed form along with the administrative fee and first payment to Fort Lewis College, 1000 Rim Drive 140 Berndt Hall, Durango, CO 81301. Changes to your course registration may result in additional charges to your student bill. The payment plan agreement will not include the new charges, which are due by the new bill due date. Revisions for additional charges may be made to the payment plan. A new application is required and the deadline is census day. An administrative fee will not be charged for the revision.

### **HOW DOES THE PLAN WORK**

Eligible expenses may be paid in three installments. The first installment will include the non-refundable administrative fee plus the installment amount. The first payment is due by census day. Each subsequent payment is due on the 15<sup>th</sup> day of the next 2 months. Listed below are the scheduled months: September, October, November –Fall January February, March – Winter

### **FINANCIAL AID, SCHOLARSHIPS and /or LOANS**

Financial aid, grants, scholarships, and loans will be deducted from the total expense before the calculation of installment payment. Do not deduct work study. Deduct scholarships only if they will be received by census day.

### **WHAT IF I BECOME DELINQUENT**

If you miss a payment, payment is not received by the due date, or if we receive an insufficient funds check, a hold will immediately be placed on your account. Two missed payments will result in the cancellation of your contract and may jeopardize future payment plan options. Payment is considered missed if it is not received by the due date, or is not for the installment amount. Payroll checks and other funds to be received by the debtor from the College must be applied toward repayment of this payment plan.

### **CANCELLED CONTRACTS**

Withdrawal, dismissal or expulsion from the term will result in immediate cancellation of the contract, and balances are immediately due and payable. Fort Lewis College is required by the State of Colorado to submit all delinquent accounts to Central Collections with the State of Colorado. Should this become necessary, reasonable collections costs will be added to the amount due and shall be paid by the debtor. If the State of Colorado obtains judgment from a court of competent jurisdiction, the debtor shall be liable for the collection agency fee as well as reasonable court costs and attorney's fees. These accounts will also be reported to credit agencies in your name.

### **HOW DO I MAKE PAYMENTS**

Payments may be made in person at the Cashier's window, by mail, by credit card on WEBOPUS or by calling (970)247-7380. We accept MC/VISA and Discover. The mailing address is Fort Lewis College 1000 Rim Drive 140 BH, Durango, CO 81301. Please record the student ID number on your check.

If you have any additional questions please contact the Accounts Receivable office at (970) 247-7380.

Payment Plan Worksheet

Student ID # 900



TERM EXPENSES:

Tuition \$ \_\_\_\_\_
Fees \$ \_\_\_\_\_
Housing \$ \_\_\_\_\_
Meal Plan \$ \_\_\_\_\_
Insurance \$ \_\_\_\_\_
TOTAL EXP. (A) \$ \_\_\_\_\_

TERM CREDITS: if applicable

Sub. Loans \$ \_\_\_\_\_
Unsub \$ \_\_\_\_\_
PLUS Loan (less 3%)\$ \_\_\_\_\_
Other Loan \$ \_\_\_\_\_
Grants \$ \_\_\_\_\_
COF \$ \_\_\_\_\_
Scholarships \$ \_\_\_\_\_
TOTAL CREDITS (B) \$ \_\_\_\_\_

Amount to be Budgeted A minus B (C) \$ \_\_\_\_\_

Amount on line C to be Budgeted Divided by 3 \$ \_\_\_\_\_ Monthly installment

Administrative Fee (must be included with first installment) \$ \$50.00

Total Payment enclosed (monthly installment plus Administrative fee) \$ \_\_\_\_\_

Fort Lewis College Payment Plan Agreement

I have read, understand and agree to the terms of the Fort Lewis College Payment Plan included in this publication before signing the agreement. If I am under the age of 18 my parent must also sign below.

Student Name (first, middle, last)

Parent/guardian Name (if student is under 18 year of age)

Student Signature

Parent/guardian Signature

Current Mailing Address

Current Telephone/Cell #

Parent Telephone/Cell #

IMPORTANT

If any person other than you will need information about your student education records (including student billing records) at Fort Lewis College, then complete this portion of the form.

Family Educational Rights and Privacy Act (FERPA)

FERPA defines the requirements for access to, and release of, student education Records. Student education records are defined as records that are directly related to a student and are maintained by an educational institution. Student education Records include enrollment records, and billing records. In general, the education records of a student may be disclosed only to the student unless the student provides prior written consent to disclose their records to other persons. Prior written consent is not required, however, if disclosure is made to an individual if the student is eligible to be claimed as a dependent on that person's federal income tax return, as define in section 152 of the Internal Revenue Code.

FERPA RELEASE

I, \_\_\_\_\_, give my permission to Fort Lewis College to release information regarding my student education records (including billing records) to the following persons so that they may know the status of my student account or other information concerning my enrollment as a student. This release shall remain in effect until I submit a separate written request to rescind it.

NAME

RELATIONSHIP

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

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

Student ID# \_\_\_\_\_

Date \_\_\_\_\_