



# Payment Plan Agreement

Student ID	Name	Program

## Terms and Conditions

Washington University of Virginia strongly recommends students agree to register, make payments according to the schedule, understand late fees, all other terms and conditions, and general financial policies apply to the agreement.

### A. Eligibility

Student with an outstanding balance may not be able to participate in upcoming semester registration.

### B. Payment of Tuition and Fees

- a. All payments are due before the semester start date for the corresponding registered semester, unless the student has set up the Multi-Installment Payment Plan prior to the semester start date at student account office.
- b. Payment may be made by any combination of personal payments and/ or installment payment plan that covers the entire balance due. Personal payments may be made by a combination of personal check, cash, money order, cashier's check, and credit card (Visa, Master, and Discover).
- c. Multi-Installment plan allows students to pay their tuition in three installments. Each payments must be paid on or before each payment due dates, which are set by university.
- d. For each payments for multi-installment plan, students are required to pay 35%, 35%, and 30% of the tuition or program cost by first, second, and third payment due date. If accumulated amount of paid tuition, for respective semester, on each payment due date is not greater or equal to sum of required payment, shortfall amount is considered as not paid and is subject to late fee.
- e. For the Multi-installment payment plan, WUV strongly recommend automatic withdrawals from the credit or debit card, providing a convenient way to ensure the multi-installments payments are consistently made on time.
- f. A student who registers after the scheduled registration dates will be charged a late registration fee of \$50.
- g. A student who makes first payment between the semester start date and the last day of add/drop period will be charged a late fee of \$50.
- h. A student who makes first payment after add/drop period will be charged a late fee of \$100.
- i. Student who fails to make payment according to the arrangement will be charged a late fee of \$20 per incident.
- j. University requires the payment of a multi-installment fee of \$20 for the university to compensate additional efforts to maintain and process the multi-installment account. Students are exempt from this fee, only if multi-installment is set up before the first payment due date.
- k. Student enrolled in greater or equal to 18 credits for undergraduate and 15 credits for graduate level, will be billed for course overload fee of \$30.
- l. Returned check will be charged with a \$35 returned check fee per incident.
- m. Dishonored credit or debit card payments that are transacted but disputed in the future by the bank shall incur a handling fee of \$35.
- n. Declined credit or debit card payments for Automatic Withdrawal due to dishonored by card issuer or Not Sufficient Fund (NSF) shall subject to a handling fee of \$35.
- o. If credit or debit card is declined more than once for any reason, credit or debit card can no longer be used to make a payment on a same day.
- p. Students with outstanding debts are denied any registration activity and access to transcript of their grades until all debts are paid in full.
- q. If a student fails to pay the remaining balance on or before the last day of payment period, the student shall pay an additional fee equal to six percent of the unpaid balance, in order to compensate the university for the added expense of processing the delinquent account.
- r. Once an account is 45 days past due, final notice will be sent out and a student will have 15 consecutive days (including holidays and weekends) to contact the university.
- s. After an account is total 60 days past due, unpaid balance is subject to transfer to a collection agency. Repayment arrangements must be made with the collection agency, not university, and account holder is

responsible for the additional fees associated with collection efforts. The fee associated with collection efforts is thirty percent of the outstanding balance.

### C. Financial Information and Disclosure Statement

Students are expected to access financial information by contacting/visiting student account office in university. It is students responsibility to get acquainted with own financial information. Failure to receive email notification or call/mail from finance/student account office is not a justification of granting immunity in financial matters. Failure to update contact information including email address, phone number, and home address will not discharge of financial obligation. Failure to contact Finance/Student Account office or to read and comply with university regulations will not exempt students from whatever financial penalties they may incur.

### D. Refund and Cancellation Policy

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N) (6).

Tuition refunds will be determined based on the following schedule:

- a. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- b. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
- d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.
- e. All refunds will be made within 15 business days from the official notification of withdrawal.

### Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to full refund of all tuition paid by student.

### Cancellation Refund

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his enrollment without financial obligation other than the nonrefundable fee. An applicant (one who has applied for admission to a school) requesting more than three days after executing the enrollment agreement, but prior to the first day of class is entitled to a refund of all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100, whichever is less. A student applicant will be considered a student as of the first day of classes.

### Course Cancellation

Failure to attend a course after registering is not justification for elimination of charges. A student must officially drop a course to qualify for a refund or release of charges by the drop/add deadline posted by the university. Failure to pay will not release students from responsibility for these charges.

### E. Scholarship and Financial Aid

WUV provides a wide array of scholarship opportunities. A student can inquire about scholarship opportunities and eligibility in the Academic Committee. Student must submit the appropriate scholarship application with required documents and follow the WUV scholarship policies and procedures each semester.

Signature \_\_\_\_\_

Date \_\_\_\_\_