

Deferred Payment Agreement



Plan Description

The ESCC Deferred Payment Plan allows you to pay your Fall and Spring semester tuition in four payments. Summer plan has only two payments.

Application Procedure

Complete and sign this application. Your first payment (line 6 below) must be received in the Cashier's Office, along with this form by the due date.

STUDENTS Please fill out all information **ABOVE** the red line. When completed, email this form to kpryfogle@edisonohio.edu. We will calculate your payment and email this form back to you so that you can make your payment. You can remit your payment via postal mail or pay online using a credit card.

PLEASE PRINT

Name _____ Student Account No. _____
Daytime phone _____

Indicate semester and year for which you are registering: Year: ____ - ____ Fall Spring Summer

By signing below, I certify that I understand all provisions of the Deferred Payment Plan as described on the second page of this form. I further understand that if I fail to meet any of the provisions of the Deferred Payment Plan, my past due account will be forwarded to the office of the Ohio Attorney General for collection with interest costs added to the amount due. I agree that until the account is paid in full, I will sign over any refunds and/or loan proceeds, and I understand that Edison State will withhold transcript services, grades and registration for subsequent semesters until my account is paid in full.

Student Signature _____ Date _____

Cashier's Office will complete the section below and return to you via email.

1. Instructional, general, tech and lab fees (do not include misc. fees, application for admission, books, or supplies) _____ (1)
2. Total financial aid and/or other tuition assistance _____ (2)
3. Total semester fees (line #1 minus line #2) _____ (3)
4. First payment (line #3 divided into 4 payments and rounded up to next whole dollar) _____ (4)
5. Add non-refundable \$25 plan fee to line #4 _____ **\$25.00** (5)
6. Total due for first deferred payment (line #4 plus line #5) _____ (6)

This completed form and the first payment (line #6) must be returned to Edison State Community College by the due date in order to be considered on the plan. Payment may be made **online or by mail** and remitted to:

Edison State Community
College Attn: Cashier's Office
1973 Edison Drive
Piqua, OH 45356

Payment Due Dates

If the payment date falls on a holiday or a weekend, the payment will be due on the next business day.

	FALL	SPRING	SUMMER
First payment due	_____	_____	_____
Second payment due	_____	_____	_____
Third payment due	_____	_____	_____
Fourth payment due	_____	_____	_____

Cashier's Office will complete this section and return your copy to you.

Second Payment _____
Third Payment _____
Fourth Payment _____

A non-refundable \$25 late fee will be assessed for all late payments.

Provisions of the Deferred Payment Plan

Offered

The deferred payment plan is offered for Fall, Spring and Summer semesters. The summer payment plan has only two payments.

Forms

An agreement form must be completed, signed by the student and submitted to the cashier's office with the first payment (line #6 on the reverse side) in order to be on the plan. First payments without the form will not be accepted. A new form must be completed for each semester. Incomplete or illegible forms will be returned.

Fees

A non-refundable service charge of \$25 is assessed each semester for students using the payment plan. This fee is payable with the first payment.

Charges Included on the Plan

The plan is only for instructional, general, lab, security, and tech fees. Books, supplies, application for admission, parking fees, fines, child care registration, child care fees, lamination fees, and psych retreat fees are not included on this plan.

Financial Aid & Other Tuition Assistance

A. The first payment cannot be paid by your financial aid or any other tuition assistance (example: Scholarships)

B. Any change in Financial Aid or other tuition assistance may require adjustments to your payments.

C. If you have not yet received a Financial Aid award letter, you must pay your fees in full or go on the payment plan and make your scheduled payments.

Adding Classes

If you add to your class schedule, your payments will be re-calculated.

Dropping Classes

A. If you drop a class during the refund period, your remaining payments will be reduced accordingly.

B. DROPPING A CLASS AFTER THE REFUND PERIOD HAS ENDED DOES NOT RELEASE YOU FROM YOUR FINANCIAL OBLIGATION UNDER THE PLAN.

C. NON-ATTENDANCE OF CLASS OR NOTIFICATION TO INSTRUCTOR OR DEPARTMENT DOES NOT CONSTITUTE OFFICIAL WITHDRAWAL. YOU MUST COMPLETE AND SIGN A WITHDRAWAL FORM AND TURN IT IN AT THE REGISTRATION OFFICE.

Payment Manner

Payments may be made by cash, check, money order, Visa, American Express, MasterCard or Discover. Payments may be made in person, by mail, or may be deposited in the payment drop box.

Registration After Due Date

If you register after the first payment is due, your first payment from line #6 will be due on the day of registration. The second, third and fourth payments will be due on the regularly scheduled due dates.

Late & Partial Payments

If either your second, third or fourth payment is not received by the due date, or a partial payment is received, you will be assessed a non-refundable \$25 late fee for each late payment.

Returned Check

If your check is returned from your bank, a returned check fee will be assessed.

Payment Notices

It is your responsibility to know the payment due dates and to make payments on time.