

Payment Plan Agreement 2019-20

Payment Plan Policy

There is a \$30 fee to process a payment plan.

Payments will be processed in the Preparatory Office on the business day that the payment is due. If you wish to change the method of payment, please contact ccmprep@uc.edu by the first of the month. Payments will be made monthly by ACH/Electronic Check. Please fill out this form and return it to the Preparatory office **along with a voided check**.

If the check comes back with insufficient funds, a \$30 fee will be added to your invoice. You will then have 15 days to provide payment. If payment is not resolved within 30 days, the payment plan will be cancelled and the invoice balance will be due.

Student Name(s) _____

Responsible Party Name _____ **SSN** _____

Signature _____ **Date** _____

Email _____ **Phone** _____

Monthly payment plans run August (deposit) to February (final payment), so the earlier registration is completed, the more months in your payment plan. 2-pay plans are split into the registration deposit (half the invoice amount) and the invoice balance in January. For your convenience, we offer a choice of payment around the 5th or 15th (Sunday due dates are withdrawn the following business day). Emails will be sent to all payment plan customers at least 5 days before withdrawal in case anyone wishes to pay by credit card before the scheduled ACH date.

Choose Payment Plan Type: Monthly Payments 2-pay (once per semester)

Choose Payment Schedule: Early in the month (~5th) Middle of the month (~15th)

For Office Use Only Invoice Number(s) _____

Payment	Date	Amount	Initials	Notes
Deposit				
1				
2				
3				
4				
5				