Virginia International University

TUITION PAYMENT PLAN AGREEMENT FORM

Purpose of this form: Use this form if you are not able to pay your full tuition balance at the beginning of the semester. You must meet all due dates that are established by the university. These dates are the same for all students.

Student's Name: _____
First Middle Last

SSN /VIU ID#:_____ Program of Study: _____ Currently Enrolled Semester: _____

Address:_____
Street City State Zip

Tel: _____ E-mail:_____

Terms and Conditions

1. I agree to pay my tuition balance under the terms of **Plan** _____. I request this benefit from Virginia International University.
2. I agree to pay all my installments on time understanding that this means on or before the due date established.
3. If I pay by check and it is returned for insufficient funds, then I will pay the penalty and late fee plus a $30 returned check fee.
4. Any changes I want to make on my payment plan selection must be done on or before the due date.
5. Tuition payments received are first applied against the oldest outstanding amounts.
6. Any special circumstances that may affect my payment schedule, such as medical problems or urgent travel to my point of origin, must be communicated in writing and approved by my department chair and the international student officer before being submitted to the accounting office.

Late Payment Policy

7. Penalty and Late fee. If I fail to pay the full due amount on or before the due date, I agree to pay late fee of 1.4% on the amount per week. I understand that this late fee of 1.4% will be accumulating until the day I pay the total dues. This penalty and late fee will be added to my account starting from the day following the due date. Late fee will only apply to the tuition and installment fee and weekends and holidays are counted towards the late days.
8. Notice. After 1 week of account delinquency I will be informed in writing by Accounting Office of penalty and late fee realization. I understand that failure to pay my dues could affect my student status.
9. Change to next plan. If I fail to pay the installment and late fee for more than one month after the initial due date, my payment plan will automatically be changed to the next payment plan, if there is one, (example: From Plan-A to Plan-B without notice. An additional installment fee will be added along with the appropriate late fee.
10. Lose eligibility for payment plan. If I fail to pay my installments on time on more than one occasion, then I will not be eligible for a payment plan the following semester.
11. Readmission withholding. If I have any outstanding tuition balance, then I will not be able to enroll for future classes until I fulfill my obligation and I may risk my student status.

I agree, and have read and understood all the above terms and conditions.

Student Signature: _____ Date: _____

We will post the due date reminder around the campus, however, we are not obligated to inform you individually. It's your responsibility to adhere to the due dates and avoid any additional fees.

Rev: 07/2011