



# OTTERBEIN COLLEGE

## THREE PART PAYMENT PLAN

NAME \_\_\_\_\_

STUDENT ID NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

- I PROMISE TO PAY OTTERBEIN COLLEGE \$\_\_\_\_\_ IN EQUAL INSTALLMENTS ACCORDING TO THE SCHEDULE BELOW. I AGREE TO PAY A \$ 30.00 HANDLING CHARGE TO COVER THE COSTS OF PROCESSING THIS NOTE.
- I UNDERSTAND I MAY PAY OFF MY ACCOUNT EARLY WITHOUT PENALTY.
- I UNDERSTAND I WILL NOT BE PERMITTED TO REGISTER OR ENROLL FOR ANY SUCCEEDING QUARTERS AT OTTERBEIN IF MY PAYMENTS ARE NOT PAID AS AGREED IN THIS DOCUMENT.
- IF ANY SCHEDULED PAYMENT REMAINS UNPAID TEN DAYS AFTER THE DUE DATE, A LATE CHARGE OF **\$35.00** WILL BE ADDED TO MY ACCOUNT. IF THE PAYMENT HAS NOT BEEN RECEIVED BY THE BUSINESS OFFICE 30 DAYS AFTER THE DUE DATE, THE ACCOUNT WILL BE CONSIDERED IN DEFAULT, THIS PAYMENT AGREEMENT WILL BE CANCELLED AND ALL CHARGES WILL BE DUE AND PAYABLE IN FULL IMMEDIATELY. IF MY ACCOUNT IS PLACED WITH A COLLECTION AGENCY, I AGREE TO PAY ANY COLLECTION AND/OR LITIGATION FEES INCURRED BY OTTERBEIN COLLEGE IN THE COLLECTION OF MY ACCOUNT.
- **I AM AWARE OF AND UNDERSTAND THE ADD/DROP AND WITHDRAWAL POLICIES OF OTTERBEIN COLLEGE AS PRINTED IN THE CURRENT COLLEGE BULLETIN.** I UNDERSTAND I MUST COMPLETE ANOTHER FORM IF MY TUITION AND/OR FEES CHANGE. I UNDERSTAND IT IS MY RESPONSIBILITY TO NOTIFY THE REGISTRAR'S AND BUSINESS OFFICES OF ANY ADDRESS OR NAME CHANGE.
- I HAVE READ AND UNDERSTAND THIS AGREEMENT TO THE TERMS WITHIN.

X \_\_\_\_\_

SIGNATURE

\_\_\_\_\_ Date

ACCEPTED FOR OTTERBEIN BY \_\_\_\_\_

\_\_\_\_\_ Date

**FOR USE BY BUSINESS OFFICE ONLY:**

TUITION AND FEES \_\_\_\_\_  
HANDLING FEE + \$30.00

TOTAL FEES = \_\_\_\_\_  
LESS DEPOSIT \_\_\_\_\_

TOTAL = \_\_\_\_\_

1/3 PAYMENT DOWN \_\_\_\_\_ **DUE IMMEDIATELY**

BALANCE DUE \_\_\_\_\_

PAYMENT SCHEDULE

SUMMER QUARTER

Due 7/1 \$ \_\_\_\_\_

8/1 \$ \_\_\_\_\_

AUTUMN QUARTER

Due: 10/1 \$ \_\_\_\_\_

11/1 \$ \_\_\_\_\_

WINTER QUARTER

Due 2/1 \$ \_\_\_\_\_

3/1 \$ \_\_\_\_\_

SPRING QUARTER

Due: 5/1 \$ \_\_\_\_\_

6/1 \$ \_\_\_\_\_

DATE PROCESSED \_\_\_\_\_

Business Office 08/09

**\*\*NOTE - BILLS ARE NOT SENT FOR THESE PAYMENT DUE DATES\*\***