



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 \$ 20.00 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 **\$30.00** 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 + \$20.00

TOTAL FEES = _____
 LESS DEPOSIT _____

TOTAL = _____

1/3 PAYMENT DOWN _____ **DUE IMMEDIATELY**

BALANCE DUE _____

PAYMENT SCHEDULE

SUMMER QUARTER	AUTUMN QUARTER	WINTER QUARTER	SPRING QUARTER
Due 7/1 \$ _____	Due: 10/1 \$ _____	Due 2/1 \$ _____	Due: 5/1 \$ _____
8/1 \$ _____	11/1 \$ _____	3/1 \$ _____	6/1 \$ _____

DATE PROCESSED _____

Business Office 05/08

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