



## **TUITION PAYMENT PLAN AGREEMENT FORM**

Purpose of this form: Use this form if you have an outstanding balance and have reached an agreement with the University for ongoing payments.

You must meet all due dates that are established by the University for all students. JPCatholic is well aware of the financial burden which higher education costs place on families, and is continuously looking for ways to cut costs and increase student aid and scholarships. It is our goal to be as accommodating as possible with students and families in need; however, in the interest of all enrolled students, the University must maintain strict and timely collection practices.

Student Name: \_\_\_\_\_ Student ID: STU \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Approved Extension (*starting and ending month/year*): \_\_\_\_\_

### **Terms and Conditions**

1. Student's account will remain on Financial Hold<sup>1</sup> until the balance has been paid in full.<sup>2</sup>
2. Payments must be received by the Finance Department by 5pm on the first business day of each month.  
-Checks should be made payable to John Paul the Great Catholic University  
-If mailed, payment should be addressed to: 220 West Grand Avenue, Escondido CA 92025
3. The amount due each month is \$ \_\_\_\_\_ (Completed/initialed by Finance Department)
4. If a payment is not received by the prescribed deadline, the Student may be subject to a 4% late fee on their total outstanding balance. If payment is not received by the tenth day following the due date, the payment plan will be cancelled and the balance will be due in full.
5. If a check is returned for insufficient funds and a fee is assessed by our bank, the Student will pay a the full NSF Fee, in addition to the penalties listed in #4, above.
6. Payments received are first applied against the oldest outstanding amounts.
7. Failure to meet the terms outlined in this agreement may necessitate you having to vacate your assigned University student residence<sup>3</sup>, if applicable, and referral of outstanding debt to a third-party collection agency.

<sup>1</sup> Consequences of financial hold include but are not limited to: hold on enrollment in classes for a subsequent term, hold on the release of documents (including grade reports and transcripts) by the University, and a hold on participation in commencement exercises.

<sup>2</sup> The Finance Department may, at their discretion, allow a student to enroll in classes for an upcoming term, but all other consequences of financial hold remain in effect.

<sup>3</sup> Housing contract breakage fee will apply.

I agree, and have read and understood all the terms and conditions listed on this agreement.

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*Student Signature*

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*Date*

**For Office Use Only:**

- Date request received \_\_\_\_\_
- Approved/Entered in BB \_\_\_\_\_
- Processed by: \_\_\_\_\_

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*APPROVAL SIGNATURE*

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*DATE*