



## Ancilla College Payment Plan Application and Promissory Note Form

*(Print/Complete/Scan/Email)*

**Required Information:**

<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip:</b>	
<b>Ancilla College Student ID or Last 4 Digits of Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>Email address:</b>	
<b>Telephone Number:</b>	
<b>Term Start or Anticipated Term Start Date:</b>	
<b>Degree Type:</b>	

**PAYMENT OF FEES/PROMISE TO PAY**

I understand that when I register for any class at Ancilla College or receive any service from Ancilla College I accept full responsibility to pay all tuition, fees, and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. § 523(a)(8)) in which Ancilla College is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. Tuition and fee payments are due on the first day of each term.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the Ancilla College published tuition refund schedule.

I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

## **DELINQUENT ACCOUNT/COLLECTION**

**Financial Hold:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Ancilla College by the scheduled due date, Ancilla College will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

**Late Payment Charge:** I understand and agree that if I fail to pay my student account bill or any monies due and owing Ancilla College by the scheduled due date, Ancilla College will assess late payment and/or finance charges at the rate of 1.5% or \$15 maximum per month on the past due portion of my student account until my past due account is paid in full.

**Collection Agency Fees:** I understand and accept that if I fail to pay my student account bill or any monies due and owing Ancilla College by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Ancilla College may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

## **COMMUNICATION**

**Method of Communication:** I understand and agree that Ancilla College uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Ancilla College on a timely basis.

**Contact:** I authorize Ancilla College and its agents and contractors to contact me at my current and any future cellular phone number(s), email address (es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Ancilla College, or to receive general information from Ancilla College. I authorize Ancilla College and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.

**Updating Contact Information:** I understand and agree that I am responsible for keeping Ancilla College records up to date with my current physical addresses, email addresses, and phone numbers by following the active Ancilla College procedure. Upon leaving Ancilla College for any reason, it is my responsibility to provide Ancilla College with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Ancilla College.

## **FINANCIAL AID**

I understand that aid described as "estimated or offered" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program. I understand that my financial aid award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

**Federal Aid:** I understand that any federal Title IV and state financial aid that I receive, except for federal work-study wages, will first be applied to any outstanding balance on my account for tuition, fees, and any other such institutional charges. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs.

**Prizes, Awards, Scholarships, Grants:** I understand that all prizes, awards, scholarships, and grants awarded to me by Ancilla College will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

**METHOD OF BILLING**

I understand that Ancilla College uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available by logging into the student portal.

**BILLING ERRORS**

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees, and other associated financial obligations assessed as a result of my registration at Ancilla College.

**RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS**

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$35. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Ancilla College may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Ancilla College.

**WITHDRAWAL**

If I decide to completely withdraw from Ancilla College, I will follow the instructions per Ancilla College current procedure as listed in the Student handbook.

Please read all of the above and check the box:

By checking this box and signing below, I agree to all of terms and conditions stated within this application promissory note.

Student Signature (enter your name): (required)

<b>Print Name:</b>	
<b>Sign Name:</b>	
<b>Date:</b>	

***The 50% Payment Plan offered by Ancilla College is not guaranteed. Ancilla College reserves the right to reject any and all applications. Ancilla College selectively awards a limited number of programs.***

***Scan and Email this document to the Business Office (Tuition.Payment@ancilla.edu) or bring in person.***