



## **/Installment Payment Plan Agreement Terms & Conditions**

By enrolling in the Southeast Missouri State University, herein referred to as Southeast, Installment Payment Plan (IPP), I agree to the following terms and conditions:

### **1. Student Eligibility:**

- a. Must be enrolled in courses for the current semester at Southeast.
- b. Must be current on all past due and prior term balances owed to Southeast.
- c. Must have no holds on your student account from previous collection activities.

### **2. Enrollment:**

- a. Online enrollment for the Southeast IPP must be done in accordance with the Southeast payment plan schedule. If you are ineligible to participate, the Southeast IPP system will not allow you to enroll.
- b. IPP enrollment will not be complete without first paying the IPP enrollment fee and first installment of the payment plan.
- c. The enrollment fee is non-refundable.
- d. Enrollment in the plan is not automatic for subsequent semesters. A new agreement is needed each semester a student wants to use the plan.
- e. Southeast reserves the right to administratively enroll students in an Installment Payment Plan. This action may occur if sufficient payment was made and an account is at risk of delinquency. Administrative enrollments shall be bound by all IPP terms and conditions.

### **3. Student Account:**

- a. Your student account is the system of record for all transactions – tuition, fees, payments, financial aid, meal plans, housing, etc.
- b. Your IPP is distributed over monthly installments, per the selected plan's duration.
- c. Anticipated financial aid reduces the account balance prior to enrolling in the plan.
- d. If additional charges are incurred after initial enrollment in the plan, the plan amount will recalculate and the amount due on the remaining payments will be adjusted accordingly.
- e. Financial aid adjustments may increase or decrease installment payment amounts. The plan amount will recalculate and the amount due on the remaining payments will be adjusted accordingly.
- f. Payments must be received by the due date. It is the responsibility of the student to ensure timely submission in accordance with Southeast's payment due dates, regardless of the receipt of a billing notification.
- g. It is the responsibility of the student to keep updated contact information, including addresses and phone numbers, on file with Southeast.

### **4. Delinquent Accounts:**

- a. Failure to pay the installment amount due will result in an administrative hold placed on your student record. This administrative hold will prevent future registration, obtaining transcripts, and your diploma.
- b. Failure to meet any of the provisions of the IPP may cause my participation in the plan to be cancelled. Such IPP cancellation may prevent me from future participation in an IPP.



## **/Installment Payment Plan Agreement Terms & Conditions (Page 2)**

- c. Upon cancellation of your IPP, any balance on your student account will be due according to Southeast's monthly bill due dates and will be payable immediately.
- d. A late charge of \$40.00 will be assessed on any past due payment.
- e. Past due accounts may be subject to financial cancellation of current and/or future courses. Cancellation of current courses will result in no academic credit for the semester, housing eviction and loss of dining privileges (if applicable), and all balances shall remain payable to Southeast.

### **5. Fees and Other Charges:**

- a. The enrollment fee is non-refundable.
- b. A separate enrollment fee is required for each semester of participation – enrollments do not automatically renew or roll over for the next semester.
- c. Payments returned from the bank for any reason will result in the assessment of a \$20.00 returned item fee.
- d. A late charge of \$40.00 will be assessed on any past due payment.
- e. A non-refundable convenience fee is assessed for all credit card transactions.

### **6. Automated Direct Payment Option:**

- a. Payments may be deducted from your checking or savings account by e-check, debit or credit card. A non-refundable convenience fee is assessed for all credit card transactions.
- b. Payments will be withdrawn from your account on the scheduled payment date each month and will be payable to Southeast. A record of each payment will be posted to the student's account.
- c. Declined and Dishonored Payments – it is the responsibility of the guarantor to ensure adequate funds are available on the due date. In the event a payment is declined or dishonored, Southeast reserves the right to cancel the payment plan. Upon cancellation, the balance becomes due immediately. Additionally, the account will be assessed an additional returned payment fee of \$20.00.
- d. Southeast is not liable for any returned payments due to incorrect bank account information supplied. Southeast is not liable for any charges that your bank imposes on you as a result of your account being in an overdraft position, or below daily or monthly minimum required balances, or any other charges, as a result of your IPP payment being deducted from your checking/savings account.

### **7. Termination of Installment Payment Plan:**

Participation in the IPP is entirely voluntary. At any time prior to the date that your final payment is due, you may terminate your IPP, without any explanation. However, if you do so, there may be an additional balance on your student account which will be due immediately. IPP enrollment fees remain non-refundable.

### **8. Rights to Southeast under default or Ineligibility:**

Southeast reserves the right to terminate the IPP in the event of default or ineligibility. Upon termination of the IPP, any balance on the student account will be payable according to Southeast's monthly billing due dates and will be payable immediately.



**/Installment Payment Plan Agreement Terms & Conditions (Page 3)**

I have read the Terms and Conditions of this agreement and I authorize Southeast and their respective agents to contact me regarding my student account and any other financial obligation to Southeast at the current or any future number that I provide for my cellular or other wireless device using automated telephone dialing equipment, artificial, or pre-recorded voice or text messages.

As a student enrolled in classes at Southeast, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by Southeast, the Attorney General's Office or other third-party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs (not to exceed 40% of your total account balance) fees plus any reasonable attorney fees associated with such actions, including anything incurred at trial and/or on appeal.

*Revised: November 14, 2019*