



# Payment Plan Agreement/E-mail Authorization

Student Name: \_\_\_\_\_ Student Social Security Number: \_\_\_\_\_  
(Please Print LAST NAME: FIRST NAME)

All UW-Eau Claire students are required to sign this statement attesting to the fact that they have read and understand that: These credit terms apply to students whose fees exceed the minimum payment and who are electing to use the Partial Payment Plan; these credit terms apply to any student who pays in full and then incurs additional charges; and, this agreement authorizes the use of e-mail for university correspondence to the student's University e-mail account.

1. That credit will not be extended under this agreement unless the Marital Property Act section is completed for married students.
2. That all fees must be paid before any financial aid funds will be disbursed directly to the student.
3. I understand financial aid (excluding Work-Study earnings) will be applied directly to my UW-Eau Claire Student Account to pay any and all charges.
4. That charges may include academic, segregated, room, board, textbooks and other special fees and charges.
5. That the use of the plan does not imply that a student can withdraw from the University and thereby be excused from the remaining payments for the semester.
6. That the plan merely defers portions of the fees to be paid later in the term.
7. That UW-Eau Claire may make changes in the terms of this agreement by notifying me in writing of such changes 15 days prior to their effective dates. Any such changes shall apply to future credit transactions only.
8. That if a student fails to withdraw from the University properly, he/she will be responsible for all charges.
9. That if a student fails to make payments when due, an administrative service fee will be assessed.
10. That all bills will be sent via e-mail to the students UW-Eau Claire e-mail addresses.
11. That I give UW-Eau Claire the authority to e-mail my correspondence from Financial Aid, Registrar, Business Office, etc. and other communications to my University e-mail account.

### FINANCE CHARGES

1. That a FINANCE CHARGE will be assessed at a monthly periodic rate of 1% (ANNUAL PERCENTAGE RATE OF 12%) calculated on the unpaid balance, if not paid in full by the first due date of the semester.
2. That any charges arising out of obligations incurred during the term of this agreement will be subject to the stated finance charge until said charges are paid in full.
3. That the unpaid balance is computed by taking the previous balance, adding any new charges, and subtracting payments and credits received.
4. That a finance charge will be assessed on the unpaid balance until financial aid is applied on their student account.

### PAYMENTS

1. That to be eligible for the partial payment plan, a payment must be made.
2. That failure to make payment by the due date WILL result in an administrative service fee that will be assessed without further advanced notice.
3. That the first payment is considered a down payment. During Fall and Spring Semesters, half of the remainder will be due approximately one month after the beginning of classes, and the remaining balance will be due approximately two months after the beginning of classes. During the Winterim and Summer Sessions, your payment in full is due by your first day of class.
4. That payment of the remaining balance or payment of more than the minimum required payment can be made to avoid or to reduce future finance charges.

### DELINQUENT (Payment is not made by the due date.)

1. That delinquent accounts will continue to be billed in accordance with each semester's billing schedule until paid in full or until the debt has been turned over to a collection agency or legal authorities for collection.
2. That if the student is delinquent, a hold will be placed on the student's records. No transcript shall be issued until all delinquent fees are paid.
3. That failure to make payments as agreed may result in a denial of registration and installment credit for future semesters.

### DEFAULTS (Payment is 30 days or more past due.)

1. That if the student defaults on the installment payments, the University may disclose that information along with other relevant information to credit bureau organizations as well as verify employment records and contact other creditors for information about me.
2. That if the unpaid balance is turned over to a collection agency for collection, the student will pay all attorney's fees and other collection costs and charges necessary for the collection of any amount not paid when due.
3. That if the unpaid balance is turned over to a collection agency for collection, finance charges will continue to be assessed.

I agree to the above terms of the partial payment agreement. I understand no paper bills are sent.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent signature will not be accepted)

20070221)

In compliance with the Wisconsin Marital Property Act, it is necessary that you provide the information requested.

MARITAL STATUS \_\_\_\_\_ SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ LEGALLY SEPARATED DATE OF DECREE: \_\_\_\_\_

If Married: Spouse's Name \_\_\_\_\_

### MARRIED APPLICANTS:

No provision of a marital property agreement, or unilateral statement under s.766.59, Wisconsin Statutes, or a court decree under s.766.70, Wisconsin Statutes, adversely affects the interest of the University unless the University, prior to the time credit is granted, is furnished a copy of the agreement, statement, or decree or has actual knowledge of the adverse provision when the obligation to the University is incurred.

If you wish to have marital property agreement, unilateral statement or court decree considered in connection with your Partial Payment Plan application, you may enclose a copy of it with this form. I certify that I have read the foregoing notice, and that the above information is true and correct. Separate statement of nature of loan obligation: The loan obligation for which I am applying will be incurred in the interest of my marriage or family.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### UNIVERSITY OF WISCONSIN-EAU CLAIRE CREDIT NOTICE TO SPOUSE

The University recently extended credit to your spouse under the Partial Payment Plan for Fees and Tuition. Pursuant to s.766.56, Wisconsin Statutes, the Wisconsin Marital Property Act, you are being notified that this credit has been extended for academic fees, special fees, room and board as incurred by your spouse during his/her attendance at the University of Wisconsin-Eau Claire.

### PLEASE ENTER SPOUSE'S NAME AND ADDRESS BELOW

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **USE OF SOCIAL SECURITY NUMBER**

The authority for requesting and using your social security number is found in 20 U.S.C. section 1232g.

Disclosure of the social security number is voluntary; however, failure to provide the number may result in denial of the application or service sought.

The social security number will be used for identification purposes, and may be used for any and all necessary and usual billing and collection efforts up to and including disclosure to federal, state or local agencies, present and former employers, to guarantee agencies, to educational and financial institutions, to credit bureaus and collection agencies, and to agency contractors, in order to verify your identity, to determine program eligibility and benefits, to permit serving or collection of debt, to counsel you in repayment efforts, to investigate possible fraud and to verify compliance with any relevant program regulations, and/or locate you in the event you become delinquent in the repayment of the debt.

## **FREQUENTLY ASKED QUESTIONS ABOUT THE PPA**

### **1. How do I complete the Payment Plan Agreement (PPA)?**

Print your name and ID number (social security number) by the first boxed checkmark; both your signature and date of signing are required by the second boxed checkmark; check marital status in the area indicated by the boxed checkmark. If you are married, complete the rest of the form.

### **2. What is the main purpose of the PPA?**

There are two main purposes. One is to allow you to register for classes with only \$100 downpayment. The second is to authorize the use of e-mail for University correspondence to the student's University e-mail account.

### **3. If I sign the PPA, am I committed to use the partial payment plan?**

No, you are not committed to use the partial payment plan. By signing the PPA, you are extended credit until the start of the term. During the academic year, you have until approximately the fourth week of school to pay in full to avoid finance charges. During Winterim and Summer Sessions, you have until your first day of class to pay in full to avoid an administrative service fee.

### **4. If I receive financial aid, scholarships, grants or have a third party payer do I need to sign a PPA?**

Yes, To be extended credit from the time of registration until the financial aid, scholarships, grants and/or third party payer monies are processed, a signed PPA is required. Also, the PPA form authorizes the use of e-mail for University correspondence.

### **5. Do I need to sign a PPA each semester?**

No.

### **6. How does the partial payment plan work?**

During the academic year, on the partial payment plan, you are billed in two installments. The first half is due approximately one month after classes start, and the balance is due approximately two months after classes start. During Winterim and Summer sessions your payment in full is due by your first day of class.

### **7. How will I be billed?**

All bills are sent via e-mail to your UW-Eau Claire e-mail address. It is your responsibility to forward the bill to any and all interested parties.

### **8. How can I make payments to my student account?**

- A. Stop in at the Cashier's Office, Schofield 108 and pay by cash, money order or check.
- B. Drop your payment in our drop box located by the exit door to the Cashier's Office, Schofield 108 for after hour service. Please be certain to place your student ID number on your check.
- C. Mail your payment to: Cashier, UW-Eau Claire, P.O. Box 5000, Eau Claire, WI 54702-5000.
- D. Make a payment by personal check or savings online at <http://www.edu/payment> or by telephone at (866) 364-4178.

### **9. What are the procedures to receive paper copies of electronic documents?**

Go to the Blugold Insider to print most information or to the relevant office for assistance.

### **10. Is there an extra charge for using the partial payment plan?**

The only charge associated with the partial payment plan are finance charges. Finance charges are based on 1% per month on the unpaid balance beginning the first day of the semester.

### **11. What are the consequences of not signing a PPA?**

By choosing not to sign a PPA, you will be denied credit and registration.

### **12. If I have further questions on the PPA and the partial payment plan, who do I contact?**

The Business Office, Schofield Hall 108, answers all questions concerning the PPA and the partial payment plan. The address is University of WI-Eau Claire, P.O. Box 5000, Eau Claire, WI 54702-5000; the telephone number is (715) 836-5907; and the fax number is (715) 836-4818.