

SHORT-TERM TUITION PAYMENT PLAN INFORMATION AND INSTRUCTIONS

WHAT IS THE PURPOSE OF THE SHORT-TERM TUITION PAYMENT PLAN?

This program was established to allow students to defer tuition funds, remain enrolled in their classes beyond the tuition payment deadline, and pay for their tuition as they attend school. This plan is an educational benefit designed to allow students to pay their tuition while attending classes. **This plan is available for Fall and Spring only** and new application is required for each semester.

WHO IS ELIGIBLE FOR THE SHORT-TERM TUITION PAYMENT PLAN?

A student must:

- a) Be enrolled as a regular student at UVSC. (Does not include: Continuing Ed., Short-term Intensive Training, Concurrent Enrollment, Distance Education, Global, or UEC.)
- b) Not have defaulted on a previous short-term payment plan.
- c) Not have any outstanding bad checks or any other debts at UVSC.
- d) Have a credit-worthy co-signer if under age 18 or unemployed.

***International students must make a 1/3 down payment AND have a co-signer who is a U.S. citizen residing in the U.S.**

WHAT TYPES OF SHORT-TERM TUITION PAYMENT PLANS ARE AVAILABLE?

There are two types:

- a) With payment of a \$40.00 non-refundable processing fee and the notarized signature of a credit-worthy co-signer on a valid promissory note, the full amount of the tuition and fees may be deferred. A co-signer CANNOT be a spouse of the student and MUST be employed.
- b) With payment of a \$25.00 non-refundable processing fee and 1/3 of the total tuition and fees, the remaining 2/3 payable may be deferred.

HOW DO I MAKE PAYMENTS?

You may make payments any time in any amount as long as the note is paid in full by the final payment deadline. Payments are made at the Cashier's Office in the Browning Administration Building.

HOW DO I APPLY?

- STEP 1 Register for classes. If classes are added after the note is processed, they will need to be paid for separately. Adjustments and additional notes cannot be made.
- STEP 2 Return a completed application to the UVSC "One-Stop" in the Browning Administration Building for approval.
- STEP 3 Upon approval, the student obtains a promissory note to be signed. If using a co-signer, the co-signer must complete their portion of the application and have their signature **notarized** on the promissory note.
- STEP 4 Return the completed application, signed promissory note, and payment to the UVSC "One-Stop" in the Browning Administration Building for processing.
- STEP 5 Pay the note balance by due date indicated on the promissory note.

If necessary, you may fax applications and promissory notes to **801-863-8448**. Please forward originals for our records. The down payment/processing fee may be paid by cash, check, or credit card.

If the processing fee, the down payment, or any other payment is made with a check that fails to clear the bank, the student will be required to *immediately* pay in full the balance owed on the returned check plus a \$20 returned-check fee, or classes will be dropped.

WHAT HAPPENS IF I DO NOT PAY THE NOTE IN FULL BY THE FINAL PAYMENT DEADLINE?

A \$10.00 late fee will be added to the unpaid balance. Interest of 1.5% per month will begin to accrue on the unpaid balance. **Holds will be placed on your account which will prohibit any further registration or records activity at the College.** Holds will not be removed until account has been *paid in full*. If the Collections Office finds it necessary to turn your account over to an outside agency, a collection fee not to exceed 50% of the unpaid balance will be added to your account. You will be responsible for any reasonable attorney fees or court costs necessary to collect this debt. This is a serious obligation, make sure you are willing to accept the terms of payment before you apply.

NOTE: Books and supplies may not be included in the Short-Term Tuition Payment Plan. Be prepared to pay for these separately.

If you have any questions about the short-term tuition payment plan, Please contact the Collections Office at 801-863-8611.

- " OPTION A: Co-Signer
- " OPTION B: 1/3 Down
- " International Student (both required)

SHORT-TERM TUITION PAYMENT PLAN APPLICATION

An incomplete application will not be processed. Please print clearly. All addresses listed must be within the United States. Do not list duplicate addresses on this application.

A co-signer cannot be a reference too.

Name _____ SS# _____

Street Address _____ City _____

State _____ Zip Code _____ Telephone () _____

Driver's license number and State _____ Birthdate _____

(If no driver's license, you must have a photo State ID, no exceptions!!)

Present employer _____ Position _____

(Name of Business)

Street Address _____ City _____

State _____ Zip Code _____ Telephone () _____

Nearest relative not living with you _____ Relationship _____

Street Address _____ City _____

(No duplicate addresses)

State _____ Zip Code _____ Telephone () _____

Personal Reference _____

Street Address _____ City _____

(No duplicate addresses)

State _____ Zip Code _____ Telephone () _____

Personal Reference _____

Street Address _____ City _____

(No duplicate addresses)

State _____ Zip Code _____ Telephone () _____

I certify that everything I have stated in this application is complete and correct to the best of my knowledge, and I understand that any material omission may cause this application to be rejected. I authorize verification by Utah Valley State College. I give permission to the UVSC Collections Office to release any information about my Short-Term Tuition Payment Plan status or any information about me to my co-signer, or my parent or guardian, as necessary to collect on this debt. *I realize this payment plan is being offered to me as an educational benefit.*

Signature _____ Date _____

	FOR OFFICE USE ONLY		
OPTION A: Co-signer "TSAAREV	' SOAHOLD(NP)	Apvd _____	Date _____
OPTION B: 1/3 Down "TSAAREV	" 18+ " Employed	Apvd _____	Date _____
International Student "TSAAREV	" 1/3 " Co-signer	Apvd _____	Date _____

CO-SIGNER APPLICATION

An incomplete application will not be processed. Please print clearly.

Name of student you are co-signing for _____

Co-Signer Name _____ Co-Signer SS# _____

Your relation to student _____

Your Street Address _____ City _____

State _____ Zip Code _____ Telephone (_____) _____

Your Driver's license number and State _____ Your Birthdate _____

Your Present employer _____ Your Position _____

(Name of Business or Company)

Your Employer Street Address _____ City _____

State _____ Zip Code _____ Telephone (_____) _____

Credit Reference (Bank/Credit Union) _____

You must be a U.S. citizen. Are you? _____

NOTICE TO CO-SIGNER: You are being asked to guarantee this debt. Think carefully before you do. If the borrower does not pay the debt you will have to do so. Be sure you can afford to pay before you accept this responsibility. You may have to pay the full amount, late fees, and collection costs. If you are a student or have been a student at UVSC, if this account becomes past due, holds will be placed on your records also until the account has been paid in full.

NOTE: You may not co-sign for a student if you are the student's spouse or if you are unemployed.

I certify that everything I have stated in this application is complete and correct to the best of my knowledge, and I understand that any material omission may cause this application to be rejected. I authorize verification by Utah Valley State College.

Signature _____ Date _____

DO NOT NOTARIZE THIS FORM

Notarized signature is required on a valid promissory note. For your convenience, notaries are located at the UVSC "One-Stop," Browning Administration Building
Two forms of ID, one with photo, are required.

FOR OFFICE USE ONLY

" Non-spouse

" Employed

" U.S. Citizen

Apvd _____

Date _____