

PROPOSED PAYMENT PLAN REQUEST

NAME _____ SOCIAL SECURITY # _____

TUITION CHARGES \$ _____

NET CERTIFIED LOAN FUNDS \$ _____ **DENIED LOAN FUNDS** _____ **FAO INITIALS** _____

STUDENT ACCOUNT BALANCE \$ _____

PAYMENT PLAN SET-UP FEE \$ _____

TOTAL AMOUNT TO BE PAID \$ _____

ACCOUNT INFORMATION:

Savings Account (Institution) _____ Account # _____

Investment Account (Institution) _____ Account # _____

CURRENT EMPLOYER: _____ PHONE # _____

PROPOSED SOURCE OF PAYMENT: _____

I certify that the above information, to the best of my knowledge, is correct and true. Any approved payment plan will be in accordance with the promissory note signed, as well as the included payment schedule. I understand set-up fees and late payment fees will be charged. Any previous record of late payments may preclude my ability to continue on this payment plan. I agree that no transcript requests will be granted while I am in payment. I authorize California Western to run a credit report and verify any available sources of repayment.

Signature: _____ Date: _____

AUTHORIZED APPROVAL: _____

PAYMENT SCHEDULE (Office Use Only):

Due Date	Amount	Interest	Total	Date Past Due

Deferment based on approved payment plan

Students may apply for a payment plan of part or the entire amount of tuition. Your approval is not guaranteed and your deferment is subject to the following conditions.

- a) Students must have applied for financial aid and been denied or found ineligible for some or all financial aid available.
- b) Applications should be submitted to the Business Office by the deferment/payment deadline date for the applicable trimester. A flat fee (See Section 1.5.6)* will be charged and payment shall be due before approval of any plan is made.
- c) Approval will be considered based on information provided in the application. Past payment plan history and credit status will be considered. Prior defaults of agreed plans shall constitute grounds for denial. It is the student's responsibility to make sure that the Business Office approves the payment plan.
- d) The amount of the deferred balance and principle outstanding will be determined by subtracting the net amount of certified financial aid loan funds and scholarship monies from the net tuition charges.
- e) Payment will be made in four installments of equal amounts. The first payment shall be due by the deferment/payment deadline date for tuition. The final payment shall be due no later than the end of the 9th week of classes.
- f) If any scheduled payment is late, the student will be considered to be in "**Past Due**" Status*. If any payment is more than 10 days late, a late fee (See Section 1.5.7)* shall be applied to the account and will become due along with any remaining principle payments.

* For specific policies, see the Business Office Policies and Procedures and the Section referenced in parenthesis. In addition, current fees may be found in the Schedule of Charges.

