



DELAWARE VALLEY UNIVERSITY

(Payment plan description) Agreement for (Student Name)

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	
Amount Financed	The amount of credit provided to you or on your behalf.	
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	

You have the right to view an itemization of the Amount Financed. You may view these values for active plans in your online account activity.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **(Authorized User Name or Student Name)**, hereby agree to pay the balance deferred as stated in this agreement in (number) installment payments that will be AUTOMATICALLY WITHDRAWN FROM MY BANK ACCOUNT, if I enroll using a US bank checking or savings account for my payment method, OR CHARGED TO MY CREDIT CARD, if I enroll using a credit card for my payment method, on the due dates specified for each installment.

I understand and agree to the following additional terms and conditions:

A. Fees that may be charged to the student account:

- 1) I agree to pay the nonrefundable payment plan enrollment fee of \$(amount). The fee will be charged to the student account.
- 2) A minimum late or returned payment fee of \$(amount) will be charged to the student account if the enrollment fee, any monthly installment, and/or any down payment is returned by the bank or credit card company for insufficient funds for any reason, or if an installment cannot be withdrawn/charged on the specified due date for any other reason. The University reserves the right to increase the amount of the returned payment fee at any time.
- 3) A late payment fee of \$200 may be charged to an undergraduate day student's account if any of the following occurs:
 - a) I enroll in an annual or fall term payment plan after the payment deadline for the fall term;
 - b) I enroll in a spring term payment plan after the payment deadline for the spring term;
 - c) I enroll in an annual payment plan and the payment plan balance at the fall term and/or spring term payment deadline is not sufficient to pay the student's expected annual cost as calculated by the University;
 - d) I enroll in a single-term payment plan and the payment plan balance at the term's payment deadline is not sufficient to pay the student's estimated cost for that term as calculated by the University;
 - e) I enroll in a payment plan and fail to request an increase in the plan from the Office of the Bursar before any payment deadline if the balance of the student account increases for any reason, including the actual and/or expected addition of any charges to the account and/or the actual and or expected decrease in any credits to the account.

B. AUTOMATIC WITHDRAWAL/CHARGE of enrollment fee, monthly installments, and down payment:

- 1) The enrollment fee and any down payment will be AUTOMATICALLY WITHDRAWN/CHARGED on the day of enrollment using the account information entered during the enrollment process.
- 2) Each monthly installment will be AUTOMATICALLY WITHDRAWN/CHARGED on its specified due date using the account information entered during the enrollment process.
- 3) If I enroll in the payment plan using bank account information and the enrollment fee, any monthly installment, and/or any down payment are returned by the bank for insufficient funds, the payment plan will be terminated. The University is not responsible for any returned payment fees that may be charged by my bank.
- 4) If I enroll in the payment plan using a credit card for my payment method, I will contact the credit card company before the first scheduled due date to determine whether I am required to authorize each scheduled installment. If authorization is required, I will contact my credit card company within its required timeframe before each scheduled due date to authorize each scheduled installment.
- 5) If I enroll in the payment plan using a credit card for my payment method and the enrollment fee, any monthly installment, and/or any down payment are returned by my credit card company for any reason, my payment plan will be terminated. The University is not responsible for any penalty that may be charged to my card by my credit card company.

C. Requesting changes in the payment plan balance if the student account balance increases or decreases:

- 1) THE INSTALLMENT AMOUNTS WILL NOT AUTOMATICALLY ADJUST if there is an increase or decrease in the balance of the student account from any source, including but not limited to any actual and/or expected increases or decreases in tuition, fees, room, board, and/or miscellaneous charges; any actual and/or expected increases or decreases in scholarships, grants, loans, or any other form of financial aid; any actual and/or expected increases or decreases in third-party reimbursements; any actual and/or expected payments made to the University by mail or in person; and/or any online payments to the University that were not automatically withdrawn/charged as payment plan installments.
- 2) Any increase or decrease in the installments or cancellation of the payment plan must be performed by the Office of the Bursar at the request of the student. To request an increase or decrease in the installments or to cancel the remaining balance of the payment plan, the student account holder must email bursar@delval.edu from the student's University email address a minimum of four (4) business days before the next scheduled installment. The University has the right to refuse any request for an adjustment to the installments or for cancellation of the plan.
- 3) If, after enrolling in a payment plan, I attempt to initiate a payment to the student account online, by mail, or in person, it will not be accepted as a substitute for any monthly installment and will not cause any monthly installment to be postponed, cancelled, or adjusted.
- 4) If I submit an official withdrawal form to the University, I am responsible for requesting cancellation of the payment plan by emailing bursar@delval.edu from the student's University email address.

D. When the payment plan may be terminated by the University:

- 1) THE PAYMENT PLAN WILL BE TERMINATED if TouchNet is unable for any reason to withdraw/charge the enrollment fee, down payment, and/or any monthly payment using my bank account or credit card information. The enrollment fee will remain charged to the student account.
- 2) If I enroll in an annual payment plan, the University may terminate the plan if the balance is not sufficient to pay the student's estimated annual cost as calculated by the University.
- 3) The University reserves the right to terminate the payment plan for any reason.

E. Changing the payment method associated with the payment plan:

- 1) If I enroll in a payment plan using checking or savings account information and in the future I need to change the payment method by which monthly installments are automatically paid, I must enter new account information and reassign all future payments to the new payment method at least four (4) business days before the next scheduled installment.
- 2) If I enroll in a payment plan using credit card information and in the future I need to change the payment method by which monthly installments are automatically paid, I must contact the Office of the Bursar to delete the original credit card payment method, then enter new card information or bank account information and reassign all future payments to the new payment method at least four (4) business days before the next scheduled installment.

F. Other terms and conditions:

- 1) I am responsible for any additional balance due on the student account that is not included in this payment plan.
- 2) I will not hold the University responsible for any consequences to the student account, bank account, or academic registration that may result if any of the following occurs:
 - a) The enrollment fee, any monthly installment, and/or any down payment are returned by the bank or credit card company for any reason;
 - b) I enroll in a payment plan after the payment deadline for the fall and/or spring term; (c) I enroll with an incorrect payment plan total;
 - c) The student account balance changes and I fail to request an increase or decrease in the payment plan at least four (4) business days before the next scheduled installment.

Failure to meet the terms of this agreement may entitle Delaware Valley University to (1) terminate the payment plan and declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, (4) send the unpaid balance on my account to a collection agency, and (5) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs, are paid in full.

Installment 1 in the amount of \$(amount) due on (due date)

. . .

Installment (number) in the amount of \$(amount) due on (due date)

This agreement is dated (date of enrollment).

For fraud detection purposes, your internet address has been logged:

(IP address) at (enrollment date and time)

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact bursar@delval.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.