

CALIFORNIA RESIDENT INSTALLMENT AGREEMENT SPRING 2012

This agreement is subject to the following provisions:

1. I understand I will not be invoiced and payments must be received by the Bursar's Office on or before the due date.
2. Failure to pay any installment on the scheduled due date will result in a non-refundable \$20.00 administrative fee.
3. Only checks or cash are accepted in person at the Bursar's Office. If student wants to pay by credit card (MasterCard, American Express, and Discover) or electronic check for the 2nd and 3rd installments, student will need to contact the Bursar's Office to setup payment before the due date. Please note that credit card or electronic check payments will result in a convenience fee charged by the online payment processor.
4. I must notify the Bursar's Office immediately of changes in either unit load, address, telephone number, or email address.
5. I understand that I will not be eligible to participate in the installment plan in a subsequent semester if (a) I failed to make payments by the due dates more than once in the previous semester and/or (b) I failed to make payments by the due dates more than once in the current semester and/or (c) I had any checks returned by the bank due to non-payment.
6. The University may hold my records and I may be responsible for any legal costs incurred in collecting any unpaid fees, along with any applicable service charge.
7. I understand that any amount owed to the University may be reported to the Franchise Tax Board for tax offset against tax refunds and/or from any state lottery winnings.
8. If I receive a financial aid award after signing this agreement, I understand that it is still my responsibility to comply with the installment fee payment schedule.
9. Pro-rata charges will be assessed if withdrawn from classes on or after the first day of instruction for the semester.
10. In the event of an increase in tuition and/or registration fees, I understand that I am responsible to pay the difference without submitting an updated installment agreement form.

RETURNED CHECKS

The Bursar's Office will send a billing if your check is returned by the bank due to non-payment. The original tuition and registration fees plus a \$20 dishonored check fee and a non-refundable \$20 administration fee (and if applicable, a \$25 late registration fee) must be paid in cash or certified funds, by the due date stated on the billing. If your check is returned and you decide to withdraw from classes, you must follow the regular withdrawal procedures. Pro-rata charges will be assessed if withdrawn on or after the first day of instruction. The University reserves the right to refuse personal checks from individuals who have previously written bad checks.

ACTION REQUIRED

If you wish to participate in the plan for Spring 2012, please complete the reverse side and return it along with the first installment payment to the Bursar's Office, ADM-155 or the Student Services Building RM103.