

# Spring 2010 Quick Payment Plan Form

UAF Business Office / Signers' Hall / PO Box 757640 / Fairbanks, AK 99775

Phone: (907) 474-7384 / Fax: (907) 474-5898 / business.office@uaf.edu

## Personal Information

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

## Personal Reference

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payment Schedule

- 1) Semester Charges \$ \_\_\_\_\_ This can be found at <https://UAOnline.alaska.edu/>
- 2) Textbook Loan (+) \$ \_\_\_\_\_ Include a textbook loan form & add its total to this line.
- 3) Plan Fee (+) \$ 50 No interest, just one flat fee!
- 4) Semester Total (=) \$ \_\_\_\_\_ Total lines 1 — 3; this is your current semester balance.
- 5) Plan Option # (÷) \$ \_\_\_\_\_ Enter your plan option number from the back of this form.
- 6) Payments (=) \$ \_\_\_\_\_ Divide line 4 by line 5; this is your down payment & your minimum monthly payments due by the 10th of each month.

My down payment of \$ \_\_\_\_\_  Cash  Check  Visa  MC is enclosed.  
Subsequent payments will follow by the 10th of each month until my account is paid in full.

This form will not be accepted without the minimum down payment.

*I have read and understand the conditions of the promissory note on the reverse side.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Automatic Payment** — *Please continue to charge my credit card each month.*

I understand if I elect auto credit/debit card payments, my card will be charged on the day of or up to 5 business days after the due date. Should my card decline payment when requested, I understand UAF will re-attempt to charge my card until my payment(s) are current, unless I request UAF to cancel auto payments. I further understand late fees apply should my card decline.

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ 3-digit V-Code \_\_\_\_\_

Name on card \_\_\_\_\_ Billing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Signature \_\_\_\_\_ Zip \_\_\_\_\_

Failure to make payments as scheduled could jeopardize eligibility for future payment plans.  
My meal plan/housing may be suspended due to non-payment.

## Plan Options

### Option #4

Down payment turned in with this form, plus three monthly payments due by: 2/10, 3/10 & 4/10. (Code F4)

### Option #3

Down payment turned in with this form, plus two monthly payments due by: 3/10 & 4/10. (Code F3)

**A down payment is due with this form!**

Option #: \_\_\_\_\_

Payment Is Due:

February 10/2010 \$ \_\_\_\_\_

March 10/2010 \$ \_\_\_\_\_

April 10/2010 \$ \_\_\_\_\_

Payments may be made to the Business Office:

*Online* → <https://UAOnline.alaska.edu/>

*In person* → Mon—Fri, 1st Floor Signers'

*By mail* → PO Box 757640  
Fairbanks AK 99775-7640

*By Phone* → (907) 474-7384

*By Fax* → (907) 474-5898

**Promissory Note:**

- I promise to pay the University of Alaska Fairbanks attorney's fees and other reasonable collection costs and charges necessary for the collection of any amount owing UAF.
- Failure to pay this obligation or to make arrangements acceptable to UAF may result in the loss of all academic privileges at the University.
- My enrollment, meal plan, and/or grades may be withheld if I fail to pay my financial obligation.
- I understand that this promissory note covers all my current semester charges. This includes but is not limited to tuition, institutional fees, additional fees I elect, textbook loan, dorm room, meal plan, and adding classes after this promissory note has been accepted. I further understand that making changes to my account after this promissory note has been accepted, or the application of scholarships, loans, or aid other than personal payments, will result in an automatic recalculation of my remaining monthly payments.
- This promissory note is due and payable according to the schedule listed, the end of the semester, or upon receipt of financial aid, refunds, or other funds received by UAF.
- This is the only notice I will receive of my debt before it is due.
- A charge of \$35.00 will be added to the bill for each payment not received on time.
- If I drop, withdraw, or discontinue attendance I will still have a financial debt to UAF.
- It is my responsibility to make payments even if I do not receive my financial aid or complete my classes.
- Defaulting on payments may result in the cancelation of this agreement, and may make me ineligible for future payment plans.

Make college more affordable with the UAF Quick Payment Plan!  
Easy payment plan setup. Better payment options.  
Easy payment methods.

**Important Dates****Thursday, January 21st**

- First day of instruction/late registration begins

**Friday, January 29th**

- Deadline for late registration & fee payment, 6pm
  - last day to add classes
  - Avoid \$100 late fee! Pay early!
- Deadline for 100% refund of tuition & fees

**Friday, February 5th**

- Deadline for student-initiated & faculty-initiated drops
  - course does not appear on academic record
- Deadline for 50% refund of tuition
  - tuition only, no fees refunded

**Friday, March 26th**

- Deadline for student-initiated & faculty-initiated withdrawals
  - "W" grade appears on academic transcript
- Second \$100 late fee applied to overdue accounts.

**You will not be dropped from your classes for non-payment!**

**Fees are due January 29th!  
Avoid a \$100 late fee  
& pay on time!**

**Make  
College  
More  
Affordable**



**The  
Quick  
Payment  
Plan**

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