

## Payment Plan Agreement

1. The Monthly Tuition Payment Plan requires payments to begin on June, July, or August 1, depending on whether you would like to make 10, 9, or 8 payments. The final payment for each option will be March 1.
2. The participation fee will be \$40 for the Direct Debit Option and \$60 for the coupon option.
3. Upon receipt of your application and the participation fee, Wartburg College will:
  - Set up your account.
  - Initiate the Direct Debit Option, or send a coupon booklet within three weeks.
4. Payments made in excess of the total costs for the year (excluding the participation fee) will be refunded according to Wartburg College's refund policy.
5. Adjustments in the amount billed monthly can be made without any additional charge by notifying the Wartburg College Business Office in writing.
6. If the actual charges exceed the monthly payments, you must pay those additional charges to Wartburg College at the beginning of each semester.
7. Monthly payments returned for insufficient funds will result in a \$20 banking fee added to the student's account. Withdrawals refused twice will result in cancellation of the Monthly Tuition Payment Plan, and all future payments, returned payments, and banking fees will be due immediately.
8. Monthly payments should be received by the first of each month and made payable to Wartburg College.

## Direct Debit Option Instructions / Terms and Conditions

1. Payments may be deducted from a checking account through an automated clearing house (ACH) debit. To participate, please sign the agreement at the bottom of the Monthly Tuition Payment Plan application and return it with a separate voided check for the checking account from which your monthly payments will be withdrawn. Your application fee and back payments cannot be withdrawn through the Direct Debit Option.
2. The first withdrawal date is determined by processing time. Payments will be withdrawn from your checking account on the first business day of each month and will be payable to Wartburg College. A record of each charge will be included in your regular bank statement and will serve as your receipt.
3. You have the right to stop payment by notifying the Wartburg College Business Office in writing three business days before the checking account is charged.
4. This authorization is to remain in effect until the Monthly Tuition Payment Plan ends in March 2012 or is canceled in writing by you or by Wartburg at least three business days before the withdrawal occurs.

Wartburg College is dedicated to challenging and nurturing students for lives of leadership and service as a spirited expression of their faith and learning.

# Monthly Tuition Payment Plan

2011-12



100 Wartburg Blvd.  
P.O. Box 1003  
Waverly, IA 50677-0903  
[www.wartburg.edu](http://www.wartburg.edu)  
[businessoffice@wartburg.edu](mailto:businessoffice@wartburg.edu)



Wartburg College realizes that educational expenses are easier to budget when spread over monthly payments.

The Monthly Tuition Payment Plan, offered through Wartburg College, allows you to meet all or part of Wartburg's academic year expenses in 10, 9, or 8 equal monthly payments. It will offer you:

### Simplicity

Compute the amount you wish to budget for the full year of expenses, divide by 10, 9, or 8 payments, and round up to the nearest whole dollar (see steps 1-4). Complete and send in the application, along with the participation fee and first month's payment.

### Flexibility

You may adjust or cancel your payment amount by notifying in writing the Wartburg College Business Office.

### Convenience

You may have your payments automatically withdrawn from your checking account or send in a coupon and check each month.

### Affordability

The amount you commit to the Monthly Payment Plan incurs no finance charge for the duration of the payment period. However, you will be charged a nonrefundable participation fee.

### Friendly Service

The staff at Wartburg College is dedicated to providing you with the highest quality of service. If you have any questions, please call 319-352-8278 or e-mail [businessoffice@wartburg.edu](mailto:businessoffice@wartburg.edu).

## Summary Worksheet

### Step 1

The standard estimated charges for Fall Term 2011 through Winter/May Term 2012 are listed below. Please see the Summary of Charges card for any additional fees.

Tuition and fees	\$ 30,960
Room and board*	
Books (estimated)	1,100
Other fees (e.g., music)	
May Term travel course	
<b>Total college charges</b>	<b>\$</b>

\*Room charge varies by residence hall. Additional charge for single room.

### Step 2

Enter estimated deductions below, including current financial aid that will be applied toward the balance.

Estimated financial aid	
Other scholarships	
Deposits paid or planned	
<b>Total deductions</b>	<b>\$</b>

### Step 3

Subtract total deductions from total charges and enter the annual amount below.

<b>Budgeted annual amount</b>	<b>\$</b>
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### Step 4

Divide the annual amount by 10, 9, or 8, depending on whether you want your payments to start in June, July, or August.

<b>Monthly payment</b>	<b>\$</b>
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### Step 5

**The bank requires a pre-note process that takes approximately two weeks. Therefore, we ask that you enclose the first month's payment along with the participation fee. If you have chosen a debit from your checking account, your first withdrawal will be taken the following month (e.g., if starting in June, your first debit would be July 1).**

Complete the application at right and mail to:

Attn: Mary Stafford  
Wartburg College  
100 Wartburg Blvd.  
P.O. Box 1003  
Waverly, IA 50677-0903



## Monthly Tuition Payment Plan Application

Student's name \_\_\_\_\_

Student ID number \_\_\_\_\_

Budgeted annual amount (step 3)	\$
Number of payments (10, 9 or 8)	
Monthly payment (step 4)	\$

### PERSON MAKING PAYMENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

I am enclosing the first month's payment along with the nonrefundable \$40 or \$60 participation fee. I have read and agree to the Monthly Payment Plan terms and conditions.

\_\_\_\_\_  
Signature

## Direct Debit Option

I want my monthly payments automatically withdrawn from my checking account. I have enclosed a separate, voided check for the checking account from which payments will be withdrawn. I understand that this option is not available for savings, brokerage, or credit card accounts. I have read and hereby agree to the Direct Debit Option Instructions/Terms and Conditions on the back panel. I authorize Wartburg College to charge my checking account monthly in the amount of my Monthly Tuition Payment Plan amount through March 1, 2012.

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Authorization Signature