



## APPLICATION FOR TUITION PAYMENT PLAN

**A NON-REFUNDABLE THIRTY DOLLAR (\$30) PROCESSING FEE WILL BE ASSESSED ON THE FEE BILL FOR EACH SEMESTER INDICATED ON THE APPROVED APPLICATION. A LATE FEE WILL BE ASSESSED ON APPLICATIONS RECEIVED AFTER THE DEADLINE. WE RECOMMEND THAT YOU KEEP A COPY OF THIS APPLICATION.**

Name in full: \_\_\_\_\_  
Last First M.I. Last 4 digits of MSU Student ID #

Permanent Address: \_\_\_\_\_  
Street City State Zip Cellphone (include area code)

For which term are you requesting this plan? (Please check all that apply) FALL 2023 ☐ # of credits \_\_\_\_\_ SPRING 2024 ☐ # of credits \_\_\_\_\_ Housing only

**You must provide one adult reference who always knows how to contact you.**

Personal adult reference: Name Address City State Zip

Telephone Cell E-mail Address Relationship

FOR VALUE RECEIVED, THE UNDERSIGNED, HEREINAFTER CALLED THE APPLICANT, PROMISES TO PAY TO MONTANA STATE UNIVERSITY-BOZEMAN, HEREINAFTER CALLED THE INSTITUTION, THE SUM OF ALL TUITION, FEES AND ANY OTHER INSTITUTIONAL CHARGES DEFERRED AS A RESULT OF THIS APPLICATION in four consecutive installments plus any other charges incurred after the date of this note, payable according to the schedule on this document or on the date that financial aid or other funds become available, whichever date comes first. In case of default or delinquency in the repayment of all or any part of a scheduled installment a late charge of fifteen dollars (\$15) shall be assessed against each late payment.

If default occurs in the payment of any installment; or if the applicant withdraws, is expelled or dismissed from the Institution for any reason; or if the Institution deems itself insecure; or if there is such a change in the condition or affairs, financial or otherwise, of any maker or guarantor of any installment loan which, in the opinion of the Institution increases the risk; or if the applicant fails to obtain the signature of the guarantor within fifteen (15) days of the date of the signed Note, the entire unpaid amount, at the option of the Institution, shall immediately become due and payable. In addition, at the option of the Institution, applicant and/or guarantor will not be permitted to re-register at the Institution, receive a copy of the academic transcript, or receive other forms of financial assistance administered by the Institution until the obligation is paid in full, including penalties. Grants, refunds or any other financial assistance to be received by the Applicant from the Institution must be applied toward repayment of this loan. The Note holder may exercise this option to accelerate during any default by the Applicant regardless of any prior forbearance. The Applicant agrees, that if collection is required, to pay all additional collection costs, including but not limited to collection agency fees of up to 33.3% and reasonable attorney fees. As an additional, optional remedy in the event of any default hereunder, Applicant agrees that the Institution may cancel the registration, withhold the academic transcript, and/or block the re-registration of Applicant and/or any co-maker, surety, guarantor, or endorser hereof.

In the case of default and the account balance is referred to a collection agency for collection, the Institution may disclose the facts concerning the default, along with other relevant information, to credit bureau organizations. The Applicant also authorizes MSU or our agents to use any provided cell phone number to call the applicant or reference regarding this debt. In case of bankruptcy the Applicant understands that the University will treat any unpaid balance as an educational loan extended to finance education and the balance may not be dischargeable.

Applicant may prepay the principal amount outstanding in whole or in part. Any partial prepayment shall be applied against the principal amount outstanding and shall not postpone the due date of any balance remaining unless the Institution shall otherwise agree in writing. The Applicant understands this Note only postpones charges due the Institution and no waiver is assumed. **Even if the Applicant receives no further billing information, the Applicant accepts responsibility for this debt. If the applicant is under 18 a guarantor is required for this payment plan.**

Presentment, notice of dishonor, and protest are hereby waived by all makers, sureties, guarantors, and endorser hereof. This Note shall be the joint and several obligations of all makers, sureties, guarantor, and endorsers, and shall be binding upon them and their successors and assigns.

**MONTANA STATE UNIVERSITY RESERVES THE RIGHT TO REJECT OR DECLINE ANY APPLICATION AND TO REQUIRE A GUARANTOR ON ANY TUITION PAYMENT PLAN APPLICATION. IF YOU ARE UNDER 18 AT THE TIME YOU SIGN THIS FORM, YOU MUST PROVIDE A GUARANTOR. FORMS ARE AVAILABLE FROM UNIVERSITY BUSINESS**

## TUITION PAYMENT PLAN

The Tuition Payment Plan is an installment plan available for qualified applicants who are unable to make full payment of current semester tuition, fees, and/or room and board charges on regular fee payment day. This plan is available to all students with these exceptions: students whose financial aid is ready at fee payment day and is equal to or greater than fees charged, students who are in default on a federal loan, or students who have a poor repayment history at Montana State University in Bozeman.

### GENERAL INSTRUCTIONS

1. Submit a tuition payment plan application each school year to the Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640. A non-refundable \$30 processing fee will be added to the student's fee statement per semester for each approved application. Applications received after the deadline date will be assessed a late fee. A faxed, emailed, or on-line application (406-994-1954 or **AR\_Student\_Accounts@montana.edu**) is acceptable. **A hold will be placed on the student's account for an incomplete application or if a social security number has not been provided to MSU.**

**Please note:**

**APPLICATION DEADLINE FOR THE TUITION PAYMENT PLAN IS THE 15<sup>TH</sup> CLASS DAY OF EACH SEMESTER SELECTED. APPLICATIONS RECEIVED AFTER THE SCHEDULED PAYMENT DEADLINE WILL BE ASSESSED A \$15.00 LATE FEE. (PLEASE SEE REGISTRATION HANDBOOK FOR DATES)**

2. Pay your **first installment** according to established fee payment procedure.

**Please note:**

A minimum payment of at least one-quarter of the total fees and charges due for the semester must be paid by the fee payment deadline date. All available financial aid credited to your university account will be applied to the initial overall balance. Financial aid that posts to your account after the first payment is made will apply to the next payment(s) due. Be sure to budget for your first payment required to confirm your bill. The remaining balance is paid in up to three installments.

3. Tuition installments as well as any other outstanding charges due Montana State University-Bozeman are to be paid at the MSU Student Accounts Office, P.O. Box 172640, Bozeman, MT 59717-2640, either on-line, by mail, in person, or in the Montana Hall drop box. Any installment payments that are mailed must be **RECEIVED** by the Student Accounts Office on or before the due date. If the due date falls on a weekend, payment is still due on or before the 1st since on-line payment is available.

**Fall 2023** payment #1 due August 11  
Installment payment #2 due October 1  
Installment payment #3 due November 1  
Installment payment #4 due December 1

**SPRING 2024** payment #1 due January 12th  
Installment payment #2 due February 1  
Installment payment #3 due March 1  
Installment payment #4 due April 1

My application for the tuition payment plan certifies that I agree to pay my semester tuition and fee bill in full according to the established installment due dates, whether or not I receive anticipated financial aid. I understand that failure to pay in full by the final date will result in the following: 1) I will continue to attend current classes but I will not be able to receive formal grade reports or transcripts, 2) I will not be able to register for subsequent terms, 3) future registration may be dropped if my final payment is not made in a timely manner 4) I will not receive a diploma if I graduate, 5) my debt may be referred to a collection agency, 6) my repayment history may be referred to a credit bureau, and 7) I may have to pay collection fees. **I understand I will have to make the first payment in order to confirm my bill.**

***I understand that this is a Promissory Note and certify I have read and understand the above information.***

I agree to terms and conditions of this Note (Student's Full Name Required): \_\_\_\_\_

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

\_\_\_\_\_  
(check here to affirm this is your legal signature)

### FOR OFFICE USE ONLY

Approved _____ Denied _____ Assessed _____	FALL	SPRING
Tuition, Fees, and Other	\$ _____	\$ _____
Charges Total Amount Deferred	\$ _____	\$ _____
Comments: _____	BY/DATE: _____	BY/DATE: _____