

# Payment Options Form

College of Professional Studies

## Student Information

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Name (Please print) \_\_\_\_\_ ID # \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-mail address: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

## Payment Options

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Select **ONE** payment option.\* Refer to the Payment Information Sheet to determine which option best fits your situation.

- Pre-pay**       **Financial Aid** (Date FAFSA filed \_\_\_\_\_)       **Automatic Payment** (\$25 fee per year)
- Voucher/Authorization Form Process** (Employer \_\_\_\_\_)       **Direct Billing** (separate form needed)
- Deferment for Employer Assistance** (\$25 fee billed to student account)       **Military** (Benefit type \_\_\_\_\_)

*\*Subject to approval by the Business Office. You will be contacted if another option is required.*

## Deferment Information (complete this section only if choosing Deferment for Employer Assistance)

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Employer contact person \_\_\_\_\_ Annual employer assistance amount \_\_\_\_\_

Description of reimbursement policy \_\_\_\_\_

I understand and agree that:

- I alone am fully responsible for full payment of all tuition, fees, and books by the indicated due date, regardless of whether or not I receive payment from my employer. It is my responsibility to provide all necessary information (including grades) to my employer according to their policy regarding reimbursement.
- There is a one-time \$25 fee to sign up for the deferment option. The fee will be billed to your student account.
- The university may contact my employer to determine whether I am eligible for the indicated tuition reimbursement.
- Any balance outstanding after the indicated due date will incur a late fee of \$50 in addition to the monthly late charges.
- I will not be permitted to register while I have a past due balance and any current registrations may be canceled.
- I have read and accepted this agreement and understand this form must be filed each academic year.

## Verification

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I, \_\_\_\_\_, have elected to pay for my tuition as selected above. I understand that my account is my responsibility, regardless of whether or not I receive payment from my employer or other financial assistance and I agree to follow Indiana Tech's payment policies. I understand that in the event my account is more than 30 days past due I will be assessed 1.5% late charges per month or 18% per year on the past due balance. Due to lack of payment, the university may give my account to an outside agency to seek restitution. Furthermore, in the event the university has to incur any expenses collecting this account, I agree to pay all the costs of collection. This includes, but is not limited to, collection agency fees, court costs, and/or any reasonable attorney fees. I authorize the university to release financial information about my account to those involved with collecting the balance due.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Contact Information

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Phone: (888) 832-4742

E-mail: [accounts\\_cps@indianatech.edu](mailto:accounts_cps@indianatech.edu)

Fax: (260) 420-8211

## Payment Options

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Each College of Professional Studies student must complete the Payment Options Form. This gives the Business Office the information needed to process your tuition account. Please read the details below for a description of each option.

- 1. Pre-pay:** Students using this payment method may register for a full semester of courses; however, courses not paid at the time of registration will be coded “pre-registered.” The student is responsible for ensuring that payment is received by the Business Office by the registration deadline. Payments may be made by check, money order, cashier’s check or credit card. Students may make a payment by credit card at our Web site, [www.IndianaTech.edu](http://www.IndianaTech.edu).
- 2. Financial Aid:** Students using financial aid to pay for their tuition are responsible for ensuring that all proper paperwork is completed in a timely manner. A FAFSA must be on file with our financial aid office BEFORE registration. Students whose aid does not cover the entire tuition charges must make sufficient arrangements with the Business Office. Students who do not qualify for aid or their aid is canceled for any reason will be required to pay their account in full and provide a new Payment Option Form for future courses.
- 3. Direct Billing:** Some employers may wish to have their employees’ tuition billed directly. Students should contact their admissions representative or the Business Office for more information.
- 4. Voucher/Authorization Process:** Students whose employer uses a voucher system will choose this option. Vouchers are an approval for each course obtained by the student from the employer. The voucher or authorization form is due to the Business Office by the registration deadline of each session.
- 5. Deferment for Employer Assistance:** Students who receive tuition assistance from their employer must complete the deferment section of the Payment Option Form. These students qualify to defer the tuition for 45 days after the end of the session. If the tuition is not received by the scheduled due date, the credit card provided will be automatically charged. Those who do not have a credit card will need to choose to prepay or choose the automatic payment through a checking or savings account. Students who receive assistance through the Veterans Administration will use this option. There is a \$25 fee for this service.
- 6. Automatic Payment:** This payment method provides students with an automatic payment process and allows them to use the 45 day deferment. Students can choose to have their tuition automatically paid with a credit/debit card or through an automatic bank withdrawal. An additional agreement is required. The credit/debit card or checking/savings account provided will automatically be debited for the tuition due on the scheduled due dates. When this choice is selected, ALL tuition payments must be made through this process. There is a \$25 fee per academic year for this service.

## Due Dates for Deferred Tuition Payments (Academic Year 2011-2012)

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Undergraduate	Registration Deadline	Due Date	Graduate	Registration Deadline	Due Date
Session 1	July 8, 2011	Oct. 11, 2011	Session 1	July 8, 2011	Oct. 18, 2011
Session 2	Aug. 12, 2011	Nov. 15, 2011	Session 2	Aug. 19, 2011	Nov. 29, 2011
Session 3	Sept. 16, 2011	Dec. 20, 2011	Session 3	Sept. 30, 2011	Jan. 17, 2012
Session 4	Oct. 21, 2011	Jan. 31, 2012	Session 4	Nov. 11, 2011	March 20, 2012
Session 5	Dec. 16, 2011	March 27, 2012	Session 5	Jan. 13, 2012	May 1, 2012
Session 6	Feb. 3, 2012	May 8, 2012	Session 6	March 3, 2012	June 12, 2012
Session 7	March 16, 2012	June 19, 2012	Session 7	April 13, 2012	July 24, 2012
Session 8	April 20, 2012	July 24, 2012	Session 8	May 25, 2012	Aug. 28, 2012
Session 9	May 25, 2012	Aug. 28, 2012			

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