

W-Pay Enrollment Terms and Conditions

The following are the terms under which the Western State College W-Pay program operates

Who may enroll?

Any student registered part-time or full-time.

What costs can I finance?

Tuition, fees, housing and meal plan may be included in the plan. The cost of books and other items **may not** be included.

What is the cost of the plan?

An administrative fee of \$40.00 per semester plan is assessed to offset the additional cost of record keeping and billing. **This charge is non-refundable**

How does the plan work?

Plans are originally calculated using *estimated* costs. Monthly amounts due/payments will end up being based on actual semester charges. Monthly payments **can and do vary** as actual charges are established and/or additional charges (e.g. Changes in meal plans, housing, parking tickets) are incurred. It is always the responsibility of the student\bill payer to keep current on any new or additional charges and pay accordingly.

Payments are due on the 15th of each month: August-November for the Fall portion and **January-April** for the Spring portion. Monthly statements are sent to the “permanent or billing” address and payment is required whether the bill is received or **NOT**. Total balances for Fall are due by November 15th and April 15th for Spring. Summer is usually split into two payments. Please contact our office directly for summer options.

What if I am receiving financial aid, scholarships and/or loans?

All grants, scholarships and/or loans can be deducted from the total expenses **provided all necessary paperwork is complete**. Do NOT deduct any work study.

What if I become delinquent or withdraw from Western?

If you miss a payment, send an insufficient fund check or withdraw from WSC, your contract will be cancelled immediately. Western reserves the right to assign any delinquent account to a collection agency and assess collection costs. Any balance owed after W-Pay Plan cancellation becomes immediately due. Any credit will be refunded upon written request. Late fees of up to **\$50.00** may be charged to delinquent accounts.

How do I enroll?

There are two steps to enrolling in the plan:

1. Using the enclosed tuition, fees, housing and meal plan schedules complete the *W-PAY Plan Worksheet\Application*.
2. **Sign and return the W-PAY Plan Worksheet\Application along with a check or credit card information (Visa, MasterCard or Discover)**. Make checks payable to Western State College **in the amount of the application fee plus first installment payment**.

When is the deadline to enroll?

Fall 2010 - August 27, 2010

Spring 2011 - January 14, 2011

→Your monthly amount due will be based on actual semester charges.

→**Total balances for Fall are due by November 15th and April 15th for Spring.**

→ Payments are due on the 15th of each month: Aug-Nov for Fall portion and Jan-April for Spring portion.