



Payment Plan Enrollment Form 2022–2023 Academic Year

This Payment Plan allows Christendom College students to pay, over the course of the current semester, the estimated total net charges for tuition, room, board, and fees owed to Christendom College.

- 1. General Terms:** Payment Plans are subject to the conditions and terms detailed in the Christendom College policy titled *Master Promissory Note for Educational Benefits* in effect at the time the student enrolls in the Payment Plan. By applying for enrollment in the Payment Plan, the student agrees that he or she has reviewed this policy and understands those terms and conditions. **NOTE:** Enrollment in a Payment Plan is on a per-semester basis, which means that each semester a student desires to participate in a plan the student must complete the enrollment process again.
- 2. Eligibility:** Eligibility to participate in a Payment Plan is determined at the time this Payment Plan Enrollment Form is completed.
- 3. Enrollment Fee, Initial Payment, and Other Charges:** As a condition of participating in this Payment Plan, a enrollment fee of \$50.00 (annual) or \$25.00 (per semester) will be charged and must be paid in conjunction with the submission of this form.
- 4. Installments:** The Fall 2022 semester balance due is billed by Christendom and paid by the student in five-monthly installments, due by the close of business day of August 10, 2022, through December 10, 2022. A ten-month installments option is available for the total cost of the academic year, (August 10, 2022, through May 10, 2023). By submitting this Enrollment Form, the student agrees to make timely payments in accordance with this schedule, or any revised schedule that may be issued in accordance with Paragraph 6.
- 5. Payment Plan Amount:** The Payment Plan amount may not exceed the estimated total net charges (total estimated charges less deposits, authorized aid, and scholarships) for the semester. Total net charges may include tuition, room, board, fees, and educational expenses owed to Christendom College. The installment amount will be published to the students account within Blackbaud Billing Management upon processing of this enrollment form.
- 6. Increases/Decreases in the Payment Plan Amount:** Once this Payment Plan has been approved, additional charges may not be added. Additional charges created on the student account for any reason (e.g., financial aid adjustments, additional housing charges, additional late fees, parking fines, library fines, health insurance charges, etc.) will be added to the student account separately and will be due in full at that time. The student agrees that any adjustment to the student’s financial aid or award of a scholarship that results in a credit will be applied to the Payment Plan balance and the student will be notified of the adjusted payment amounts due.
- 7. Payment Through “MYCHRISTENDOM”:** Students who choose to make their installment payments by credit/debit card or ACH must use the secured online payment gateway within Blackbaud Billing Management. A convenience fee will apply to credit/debit card transactions. There is no fee for ACH.
- 8. Finance Charge:** No finance charge is associated with the Payment Plan.

9. Late Charges: Payments are due on the 10st of each month. Payments *received* by Christendom College more than 10 days after the due date are considered late. A charge of \$50 will be assessed on any monthly payment that is late. Multiple delinquent monthly payments may result in cancellation of the Payment Plan in which case the entire outstanding balance including any late fees will become due immediately.

10. Prepayment: Students may, at any time and without prepayment penalty, make additional payments over the approved payment schedule within Blackbaud Billing Management. After a prepayment is received, the Student Billing Office will adjust the amount of any remaining monthly installments and update the payment schedule for the balance of the semester.

11. Documents and Approvals Required: To be considered for enrollment in the Payment Plan, the student must:

Complete and sign this Enrollment Form **and** the Master Promissory Note and return both forms to the Student Billing Office and pay the payment plan enrollment fee of \$50.00 (annual) or \$25.00 (per semester).

Note for returning student only: Past due balances from previous semesters of attendance are ineligible for this program and must be paid in full prior to enrollment.

This Payment Plan is not effective until approved by the Student Billing Office. If these steps are not completed and the Payment Plan approved by the date tuition is due, the student account is considered delinquent.

12. Written Notices: Written notices regarding this Payment Plan will be sent to the student’s campus email address or to the mailing address on file with the Registrar’s Office.

This Payment Plan is not valid until student eligibility is verified, the payment plan enrollment fee has been paid, the Enrollment Form and Master Promissory Note have been signed and submitted, and the Payment Plan is approved by the Student Billing Office.

Please accept this as my application for participation in the 2022-2023 Christendom College Payment Plan. (*Please print.*)

Student’s Full Name: _____

Please check one:

Christendom Email Address: _____

• Five month (August 10, 2022, through December 10, 2022) ____

Student ID No.: _____

• Ten month (August 10, 2022, through May 10, 2023) ____

Student Phone No: _____

Parent’s Full Name: _____

Amount of outside/private student loans and/or scholarships (*per semester*): _____

I agree to the terms and conditions of this plan:

Student’s signature

Date

Parent’s signature

Date

Please complete and return this Enrollment Form and Master Promissory Note to the Christendom College Student Billing Office, 134 Christendom Drive, Front Royal, VA 22630; claire.finlay@christendom.edu. The payment plan enrollment fee must either accompany the forms or be paid online through the student’s MYCHRISTENDOM account.

**Christendom College
Master Promissory Note for Educational Benefits**

At Christendom College, the payment of tuition, room, board, and all other applicable fees becomes an obligation at the time classes begin. Before registration is considered valid, the student must pay any prior obligations due on his/her account. Prior to or at the commencement of each term, a billing statement for the term is sent to the student itemizing payment obligations to the College including, but not limited to, tuition, room, board, and fees. When available, the statement will also itemize any credits due the student for the term, such as financial aid. Thereafter, students can view their account status on Blackbaud Billing Management.

If full payment for semester charges are not paid by the first business day of classes for the semester, a student is considered in default and must either enlist and abide by a payment arrangement offered by Christendom College or face being administratively withdrawn from all classes and having his/her registration canceled in addition to other consequences detailed by policy.

DELINQUENT ACCOUNTS

When a student's account becomes delinquent because payments are not made to the College according to the terms above, the student must arrange with the Student Billing Office a plan of payment that is satisfactory to the College. This includes but is not limited to enrollment in the College Payment Plan program.

If a satisfactory plan is not arranged, or if payments are not made in accordance with the payment plan, the entire balance shall be immediately due and payable and the College has the right to take steps to collect the balance including, but not limited to, the following: excluding the student from classes, withholding official academic transcripts and diploma until the balance is paid; turning the student's account over to a collection agency; and taking legal action to collect the balance due. The student authorizes the College to release financial information about his/her account and other information useful in verifying the charges on the account to those concerned with collecting the balance owing. In the event of collection procedures or a suit to collect unpaid balances on the student's account, the student will be charged all of the College's costs for collections, including legal fees, not to exceed 50% of the entire outstanding balance.

This payment agreement will cover the student's obligations to the College for as long as the student continues to incur obligations to the College and/or has an outstanding balance on his/her account. If the student signs a subsequent payment agreement, the agreement last executed will take precedence.

The student agrees to inform the College of any change in his/her name, address and phone number.

The undersigned student agrees to pay his/her obligations to Christendom College in accordance with the terms and conditions herein set forth.

I AGREE

Student Billing Officer
Christendom College

Student Name (print)

Student Signature

Date

Date