



41 Berkeley St. • Boston, MA 02116 • (617) 588-1349 • mmennonno@bfit.edu

FA-13 PAYMENT PLAN APPLICATION

Student's Name _____ Student ID # _____

Address _____ Phone Number _____
Street/PO Box/ Apt #.

_____ Email _____
City, State, Zip Code

TERMS

First Month's Payment \$ _____ +\$50 Enrollment Fee + _____ monthly
 Payments of \$ _____ each due on or before the 15th of each month until
 the balance is paid in full.

OFFICE USE ONLY		
FIRST PAYMENT AMT REC'D	INITIALS	DATE

A \$25.00 LATE FEE WILL BE APPLIED FOR EACH LATE PAYMENT.

Please Note: The payment amount is **an estimate** based upon the outstanding balance at the time the payment plan is established by student. **This payment amount can either increase or decrease** based upon changes in financial aid, non-waiver or waiver of student health insurance plan, additional fees assessed to the students account, and/or failure to make necessary monthly payments on time. **If the balance increases** and original monthly payments signed up for will not cover the outstanding current semester balance **the student must sign new payment plan** to reflect new monthly payment amount **or make a lump sum payment to cover difference** at time of next scheduled payment due date. **If the balance decreases**, causing the monthly payment amount to decrease, **a new payment plan form must be signed** by next scheduled payment due date by the student.

- 1. Enrollment** in the Payment Plan is accomplished by completing, signing and returning this form to the address listed on the top of this form together with enrollment fee and first payment or by dropping it off to Student Accounts located in the Admissions Office on the 1st floor.
- 2. Budget Amount Payments** The total budgeted amount is payable in equal installments. Payment is due on or before the 15th of each month until the balance is paid in full. Only charges billed by BFIT may be budgeted. All payments made through the Payment Plan will be credited directly to the student's bill. Refunds to participants for any reason will be handled according to normal College refund and credit policies (see Academic Catalog 2013-14).
- 3. Fees and Other Charges** BFIT will assess a \$25 service charge against your account for any payment returned for insufficient funds or which is not collectible for any other reason. BFIT will assess your account a \$25 handling charge for any payment received after the due date.
- 4. Failure to Pay** In the event of failure of a participant to pay any installment amount within 15 days of the due date, continued enrollment in the payment plan will be in jeopardy. Any remaining balance will be immediately due in full and the students maybe subject to Administrative Withdrawal from BFIT.

To apply, please sign and date below; submit this application, along with first payment + Enrollment Fee to Student Accounts.

I would like to enroll in the BFIT Payment Plan and I understand if I fail to pay the plan as agreed, legal action could be taken against me and I may be denied a future payment plan agreement. I further understand that I may be assessed and required to pay any costs incurred in the collection process of this plan including, but not limited to, late charges, collection and litigation costs; and no grades, diplomas, or transcripts shall be released, and registration will be denied until fees for this semester are paid in full, regardless of who makes payments.

Student's Signature _____ Date _____

Approved by _____ Date _____