General Information Regarding the Clarkson University Payment Plan and How to Join

- Participation in the Payment Plan is extended to any student with a U.S. address.
- The applicant determines the amount to be financed.
  - The maximum amount financed can be your total charges less anticipated financial aid.
  - The minimum amount financed is $1,000 per term.
  - Use the term’s eBill to assist with calculating the amount of your payment plan.
    - Fall eBills are generated in early July and Spring eBills are generated mid-November.
  - If completing the payment plan application prior to receiving the term’s eBill, then use your Financial Aid Notification in conjunction with guidance from your Student Administrative Services Representative.
    - If using your Financial Aid Notification, then keep in mind that this will be an estimate and your payment plan will most likely change.
    - Also note that financial aid is dependent upon academic standing, financial need, and budget availability. The applicant should compare the estimates used on this application to the actual charges and credits on the student’s financial account.
- The following is the payment plan schedule for the Fall term:
  - 1st payment is due by July 20th
  - 2nd payment is due by August 20th
  - 3rd payment is due by September 20th
  - 4th (last) payment is due by October 20th

The following is the payment plan schedule for the Spring term:
  - 1st payment is due by November 20th
  - 2nd payment is due by December 20th
  - 3rd payment is due by January 20th
  - 4th (last) payment is due by February 20th

- The payment plan schedules are the same for all students. With this being stated, students & parents looking to join the payment plan after the 1st (or 1st & 2nd) payment due dates have passed will need to catch up on any missed payments immediately upon enrollment in the payment plan.
- If you submit an application for both the Fall & Spring terms, then you will be automatically enrolled in the Spring payment plan as long as there is not an outstanding balance on your student account at the end of the Fall term.
- The application must be completed and signed by the person who is financially responsible for payment.
  - The financially responsible person(s) agree to pay the debt identified and incurred on the student’s account although they may not personally receive any goods and/or services.
    - The financially responsible person(s) may be sued for payment although the person who has received the goods and/or services is able to pay.
- Miscellaneous charges, such as parking tickets, dorm damages, ID replacements and fire safety violations (to name a few), are not to be calculated in the payment plan. With this being stated, you will need to review your student account frequently for these charges so that they can be paid in a timely fashion.
  - Clarkson University partners with Nelnet to assist us with providing services such as eBilling and online payments. Your Nelnet account is where you will be able to review your student account transactions and make online payments.
- Payment options include in person, by mail and online.
  - In person payments can be made at the Student Administrative Services Office (in Graham Hall on the Potsdam Campus) and include cash, checks and money orders as options.
  - Checks and money orders can be mailed to:
    - Student Administrative Services
    - Clarkson University
    - PO Box 5548
    - Potsdam, NY 13699-5548
    - Please allow ample time for postal delivery when you mail your payment.
    - Please do not postdate checks as all payments are deposited the day that they are received.
    - There is a $20 charge for any checks returned to us by the bank.
  - Online payments such as ACH (electronic check) and credit card can be made through Nelnet.
    - ACH payments can only be accepted on U.S. bank accounts and must be from a standard checking or savings account.
    - There are no fees associated with making an ACH payment; save the cost of a stamp!
    - Credit cards that are accepted are VISA, MasterCard, American Express and Discover.
    - There is a service fee of 2.75% of the payment amount associated with credit card payments
      - This service fee also pertains to debit cards
    - Nelnet also offers the ability to Authorize Parties, such as parents in which they will receive their own access to view their student’s eBill, financial transactions and to make online ACH and credit card payments.
Payment Plan Application (Please type or print clearly and complete all information)

A $30 payment plan fee will be charged to your student account for each term that you are enrolled in a payment plan.

Financially responsible person’s information.

Name____________________________________________________ Email_____________________________________________
Address__________________________________________________________________________________________
Home Phone (_________) ____________________________________ Work Phone (______) ___________________
Financially Responsible Person’s Signature___________________________________________________________________________

Student Information

Student’s Name____________________________________________ Student Number____________________________________________

Calculation of Agreement The responsible person should compare the estimates placed on this application to the actual charges and credits on the eBill.

Requesting Plan For: □ Fall and Spring  □ Fall Only  □ Spring Only

By signing below I am authorizing Student Administrative Services to release financial records pertaining to my student account and financial aid to the financially responsible person indicated above. This authorization remains in effect while I am enrolled at Clarkson University. I understand that I may terminate this authorization at any time by notifying Student Administrative Services in writing.

Student Signature___________________________________________________________________________

Federal Direct Student Loan Estimated Amounts by Term

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>$1,732</td>
<td>$1,732</td>
</tr>
<tr>
<td>Sophomore</td>
<td>$2,227</td>
<td>$2,227</td>
</tr>
<tr>
<td>Junior and Senior</td>
<td>$2,721</td>
<td>$2,721</td>
</tr>
<tr>
<td>Additional unsubsidized</td>
<td>$990</td>
<td>$990</td>
</tr>
</tbody>
</table>

ESTIMATED FALL CHARGES: Tuition $25,727
Required Fees $635
Housing $4,905
Meals $3,653
Knight Card* $500
TOTAL $35,420

ESTIMATED SPRING CHARGES: Tuition $25,727
Required Fees $635
Housing $4,905
Meals $3,653
Knight Card* $500
TOTAL $35,420

*KNIGHT CARD Participation in the Knight Card program is optional. For more information, go to https://www.clarkson.edu/student-administrative-services-sas/cu-knight-card.

ESTIMATED FALL CREDITS: NYS TAP or other state awards
Federal Grants (Pell, SEOG)
Outside Scholarships/Grants
Clarkson Scholarships/Grants
Federal Direct Student Loan (total)
Clarkson Loan
Other Student Loans
Federal Direct Parent PLUS Loan
Other
TOTAL

ESTIMATED SPRING CREDITS: NYS TAP or other state awards
Federal Grants (Pell, SEOG)
Outside Scholarships/Grants
Clarkson Scholarships/Grants
Federal Direct Student Loan (total)
Clarkson Loan
Other Student Loans
Federal Direct Parent PLUS Loan
Other
TOTAL

(Federal Work-Study or University Work Program is not applied toward the term charges, so it should not be included in any of these calculations.)

Total Fall Charges
Less Fall Credits
Fall Balance (pay July-Oct.)

Total Spring Charges
Less Spring Credits
Spring Balance (pay Nov.-Feb.)

Retain a copy of this application for your records.

Return your application to: Student Administrative Services, Clarkson University
Box 5548, 8 Clarkson Avenue, Potsdam, NY 13699
Payment Plan Terms and Conditions

1. Clarkson University reserves the right to review all applications for acceptance into the payment plan base upon previous payment history and information provided on the application.

2. A continuing student’s prior term balance MUST be paid in full before an application will be processed and/or approved.

3. Payment plans will be cancelled if two consecutive payments are outstanding.

4. Future term enrollments will be held if all payments for the payment plan are not current.

5. The University may withhold transcripts and diplomas if a student’s account is not paid in full.

6. Subsequent participation in a payment plan will be denied to anyone who knowingly misrepresents information on his/her application.

7. In the event the student withdraws from the University prior to registration, payments made under the payment plan will be refunded to the student after all outstanding financial obligations have been met.
   a. Refunds will not be given until 30 days from the University has received official notification of the student’s withdrawal.

8. In the event this agreement is referred to an attorney for collection, the student shall pay attorney fees, reasonable collection costs and charges necessary for the collection of any unpaid amount.

9. This agreement is subject to and subordinate to other documents signed involving a contractual relationship with Clarkson University. If any portion of this document shall be held to be inconsistent with those documents, or illegal, such portions of this agreement shall be void, but all remaining provisions shall remain in full force and effect.