

**Cal State Channel Islands ♦ Registration Fee Installment Payment Plan Contract
 SPRING 2010 Agreement and Application Form**

University Cash Services Office ♦ Sage Hall ♦ One University Drive ♦ Camarillo, CA 93012
 Phone # (805) 437-8810 ♦ Fax # (805) 437-8900

INSTRUCTIONS FOR PARTICIPATING IN THE SPRING, 2010 REGISTRATION FEE IPP:

This contract is only for students who registered between November 30, 2009 to January 13, 2010

1. Complete the Installment Payment Plan (IPP) Contract Application
2. Submit the application to the University Cash Services' office no later than 3:00 pm the day before the published due date. Late contracts **will not** be approved and the student will have to pay the balance in full. Postmark dates are not honored.
3. The cashier will review the contract and approve according to the timelines below:
 - a. *Contracts received in person will be reviewed immediately*
 - b. *Contracts received via mail or fax will be reviewed within 24 hours of receipt.*
4. Once the contract has been approved, the cashier will post the payment terms to the student account. The student will be notified via email that they have been approved to participate in the installment payment plan. Do not make a payment until you are notified that you have been approved to use the IPP.
5. The student must pay the specified amount by the due dates outlined in the contract. Failure to pay by the deadline or failure to pay the specified amount will result in enrollment cancellation.
6. The student must keep a copy of this entire contract for their reference. It is the student's responsibility to review his/her dolphin email and "MyCI" account on a regular basis to know what is due.

How to pay your fees:

All credit card payments for registration fees must be paid on-line through your "MyCI" account. We will not accept credit card payments in our office. If you are paying by check, you can pay on-line, mail in your payment, or personally bring it to the Cashier's office before the deadline. Always remember to include your name and 9-digit student ID number on all forms of payment that are submitted to the Cashier's office to ensure proper processing. Accounts that reflect partial payment but do not have an approved IPP contract on file will be dropped for non-payment.

REGISTRATION PERIODS AND DUE DATES:

REGISTRATION PERIOD FOR SPRING 2010	If you registered between November 30, 2009 to January 13, 2010, then your installments are due on the following dates:
1 ST payment due	Wednesday, January 13, 2010
2 ND payment due	Monday, February 15, 2010
3 RD payment due	Monday, March 15, 2010
4 TH payment due	Tuesday, April 13, 2010

AMOUNT OWED:

PAYMENTS	UNDERGRADUATE		CREDENTIAL		GRADUATE/POST BAC.	
	0-6.0 UNITS	6.1 + UNITS	0-6.0 UNITS	6.1 + UNITS	0-6.0 UNITS	6.1 + UNITS
1 ST PAYMENT *** (new students add \$15 ID Fee)	\$744.75	\$956.25	\$792.00	\$1,037.25	\$813.00	\$1,073.25
2 ND PAYMENT	\$291.75	\$503.25	\$339.00	\$584.25	\$360.00	\$620.25
3 RD PAYMENT	\$291.75	\$503.25	\$339.00	\$584.25	\$360.00	\$620.25
4 TH PAYMENT	\$291.75	\$503.25	\$339.00	\$584.25	\$360.00	\$620.25
TOTAL:	\$1,620.00	\$2,466.00	\$1,809.00	\$2,790.00	\$1,893.00	\$2,934.00

***Any lab fees owed on the student account must be paid with the first payment.

NOTE: All fees subject to change based on further action by the Trustees of The California State University and the California Legislature, or the CSU Channel Islands President. Detailed information regarding fees and refunds is available in the 2009-2010 University Catalog and in the Spring 2010 schedule of classes.

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I hereby submit my application for the Registration Installment Payment Plan for SPRING 2010. I understand and agree that:

1. This contract applies only to registration fees.
2. I must pay a \$33, non-refundable, service charge in order to use this payment plan.
3. I am NOT eligible for this payment plan if: I have an outstanding debt owed to the University, or I have an approved subsidy or waiver or if I have a history of late payments.
4. I am NOT eligible for this payment plan if I am eligible for a Financial Aid Deferment. If I become eligible for financial aid AFTER I have registered using this installment plan, the total balance due will automatically be deducted from my financial aid award.
5. If I increase my unit load from 6 or less units to 6.1 or more units, the additional fees will be due based on the Fee Payment Schedule as well as any installment payment then due.
6. I am legally responsible for all amounts owing on the Cal State Channel Islands Registration Installment Plan. If payments are not paid when due, a financial hold will be placed on my account plus a \$25.00 late charge fee per late payment. Additionally, **I understand I will be subject to disenrollment for non-payment.**
7. I must make my payments according to the schedule below whether or not an invoice is received. I will be responsible for checking my account via "MyCI" on a regular basis to verify my amount due.
8. If I fail to pay two or more payments on time, the University has the right to void this contract and immediately request payment in full. **FURTHERMORE**, it may result in my permanent ineligibility for future participation in this installment payment plan.
9. If needed, the University has permission to release information concerning my debt to those parties that can assist them in collecting any amount past due.
10. Any returned checks or disputed credit cards will nullify this agreement and accelerate the balances due for immediate payment.
11. I will check my dolphin email on a regular basis for correspondences relating to this contract.
12. The University may, in its sole discretion, apply any unused credits (i.e. fee reversals, third party contracts, overpayments on new charges, refunds, etc) that appear on my account in satisfaction of this installment agreement, even if I have made all prior payments under this agreement when they are due.
13. Once I accept this contract, I must adhere to the terms listed and it can not be revised.
14. I understand this is a legal and binding agreement.

*** My signature below indicates that I have read, understand, and agree to the terms set forth in Spring, 2010 Installment Payment Plan contract. Furthermore, I understand the instructions on how to participate in the IPP option and agree to abide by them. (You must complete all requested information in order for your application to be processed.)**

Name (Print): _____
Student ID #: _____ **OR** The last four digits of my SS #: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone# (Home) _____ (Work): _____ (Cell): _____
* Signature _____ Date: _____

**My student is under the age of 18 and I am the legal guardian. I have read this contract and agree to all the terms set forth.
Name: _____ ** Signature: _____ Date: _____

******FOR OFFICE USE ONLY BELOW THIS LINE ****** Contract must be date stamped immediately upon receipt.

Student's registration date: _____ Date IPP was posted to student account: _____
Cashier's name and initials: _____ Date of email: _____

Due Dates:

- | | | |
|------------------|-------------------|---------------------------------------|
| 1. Jan. 13, 2010 | Amount Due: _____ | Payment received on and amount: _____ |
| 2. Feb. 15, 2010 | Amount Due: _____ | Payment received on and amount: _____ |
| 3. Mar. 15, 2010 | Amount Due: _____ | Payment received on and amount: _____ |
| 4. Apr. 13, 2010 | Amount Due: _____ | Payment received on and amount: _____ |

Notes: _____