

**Cal State Channel Islands ♦ Registration Fee Installment Payment Plan Contract  
 SPRING 2012 Agreement and Application Form**

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

**INSTRUCTIONS FOR PARTICIPATING IN THE SPRING, 2012 REGISTRATION FEE IPP:  
 This contract is only for students who registered between November 29, 2011 to January 18, 2012**

1. Complete the Installment Payment Plan (IPP) Contract Application
2. Submit the application to the Student Business 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 business 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 their dolphin 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 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 Student Business Services’ office before the deadline. Always remember to include your name and 9-digit student ID number on all forms of payments that are submitted to the Student Business Services’ 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 2012	If you registered between November 29, 2011 to January 18, 2012 then your installments are due on the following dates by 5:00pm:
1 <sup>ST</sup> payment due	Wednesday, January 18, 2012
2 <sup>ND</sup> payment due	Monday, February 20, 2012
3 <sup>RD</sup> payment due	Monday, March 19, 2012
4 <sup>TH</sup> payment due	Wednesday, April 18, 2012

**AMOUNT OWED:** The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after the initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as **estimates** that are subject to change upon approval by the Board of Trustees.

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 <sup>ST</sup> PAYMENT *** (new students add \$15 ID Fee)	\$851.75	\$1,139.00	\$915.50	\$1,248.50	\$943.25	\$1,297.25
2 <sup>ND</sup> PAYMENT	\$396.75	\$684.00	\$460.50	\$793.50	\$488.25	\$842.25
3 <sup>RD</sup> PAYMENT	\$396.75	\$684.00	\$460.50	\$793.50	\$488.25	\$842.25
4 <sup>TH</sup> PAYMENT	\$396.75	\$684.00	\$460.50	\$793.50	\$488.25	\$842.25
<b>TOTAL:</b>	<b>\$2,042.00</b>	<b>\$3,191.00</b>	<b>\$2,297.00</b>	<b>\$3,629.00</b>	<b>\$2,408.00</b>	<b>\$3,824.00</b>

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

As of 11-08-11

**Cal State Channel Islands ♦ Registration Fee Installment Payment Plan Contract  
SPRING 2012 Agreement and Application Form**

**Student Business Services ♦ Sage Hall ♦ One University Drive ♦ Camarillo, CA 93012**

**Phone # (805) 437-8810 ♦ Fax # (805) 437-8900**

**I hereby submit my application for the Registration Installment Payment Plan for Spring 2012.**

**I understand and agree that:**

1. This contract applies only to registration fees as they pertain to tuition and other 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 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 this 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. 18, 2012 | Amount Due:\$ _____  | Payment received on and amount: _____ |
| 2. Feb. 20, 2012 | Amount Due:\$ _____  | Payment received on and amount: _____ |
| 3. Mar. 19, 2012 | Amount Due: \$ _____ | Payment received on and amount: _____ |
| 4. Apr. 18, 2012 | Amount Due: \$ _____ | Payment received on and amount: _____ |

Notes: