



SAINT VINCENT COLLEGE

## Monthly Payment Plan 2008-2009

### An Alternative:

In our continuing effort to assist our Graduate & Continuing Education students, Saint Vincent College offers you the **Monthly Payment Plan (MPP)** as an alternative to standard payment arrangements.

The **MPP** enables students to pay college billed expenses in regular monthly payments. **MPP** allows students to determine how much of their tuition and fees they may want to pay in equal monthly payments. This will allow students the ability to budget annual costs to best fit their individual needs.

### No Interest Charges:

**MPP** provides all of the benefits of a monthly payment plan without charging interest. By making monthly payments affordable out of “current income” the **MPP** will help you avoid additional borrowing. The only cost is a \$40.00 application fee to cover administrative expenses.

### Questions:

All questions concerning the Saint Vincent College Monthly Payment Plan should be directed to the College Business Office at (724) 805-2577. We will be happy to assist you.

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### How to Apply:

- 1) Using the **MPP** worksheet determine the amount of annual costs you wish to budget in equal monthly payments.
- 2) Complete the application and return it to the Business Office along with a check for your first payment plus the \$40.00 application fee.
- 3) Upon receipt of your application and initial payment, Saint Vincent College will establish your **MPP** account and furnish you with a coupon book for the remaining payments.

ALL PAYMENTS WILL BE DUE ON THE 15<sup>TH</sup> OF EACH MONTH BEGINNING WITH YOUR FIRST PAYMENT AND APPLICATION FEE DUE BY JULY 15, 2008.

BUSINESS OFFICE  
SAINT VINCENT COLLEGE  
300 FRASER PURCHASE RD  
LATROBE, PA 15650-2690

**Please make all checks payable to: Saint Vincent College**

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### Late Enrollment:

If you wish to take full advantage of the **MPP**, you are urged to complete and return the application by July 15, 2008. LATE ENROLLMENT IN THE PLAN WILL INCREASE YOUR MONTHLY PAYMENTS.

Late enrollment is accomplished by:

- 1) Dividing the “Amount Needed to Budget” by the appropriate number of remaining payments in the plan shown below.
- 2) Return the completed application together with your first monthly payment and the \$40.00 application fee to the Business Office

**Late Enrollment Schedule:**

Application Date	Remaining Payments
Before July 15	10
July 16-August 15	9
August 16-Sept 15	8

A \$10.00 LATE FEE WILL BE ASSESSED TO YOUR **MPP** ACCOUNT FOR ANY PAYMENT RECEIVED AFTER THE DUE DATE.

**Terms & Conditions:**

- 1) Enrollment: Enrollment in the **MPP** is accomplished by completing, signing and returning the attached application to the Business Office with your first monthly payment and the application fee of \$40.00 prior to July 15, 2008.
- 2) Budget Amount/Payments: The total annual budgeted amount is payable in ten (10) equal installments due on the 15<sup>th</sup> day of each month beginning in July, 2008. Only annual charges billed by Saint Vincent College for the 2008-2009 academic year may be budgeted. All payments made through the **MPP** will be credited directly to the student's bill. Refund to participants for any reason will be handled through normal College refund and credit procedures.
- 3) Fees and Other Charges: The \$40.00 application fee is non-refundable. Saint Vincent College will assess a \$25.00 service charge against your account for any payment returned for insufficient funds or which is not collectible for any other reason. Saint Vincent College will assess your account a \$10.00 handling charge for any payment received after the due date. Any fees assessed to your MPP account will be deducted directly from your balance.
- 4) Failure to Pay: In the event of failure of a participant to pay any installment amount within 15 days of the due date, enrollment in the MPP will be terminated. Any remaining balance will be immediately due in full.

**How to Calculate Your Monthly Payment:**

Please note: You must calculate annual expenses in your budget amount. Books, supplies, and personal expenses may not be included in your MPP budget amount.

**Expenses:**

Tuition \$ \_\_\_\_\_  
 Other Fees \$ \_\_\_\_\_  
 Total Annual Expenses \$ \_\_\_\_\_

**Credits:**

State & Federal Loans \$ \_\_\_\_\_  
 Other Credits \$ \_\_\_\_\_  
 Total Credits \$ \_\_\_\_\_

**Amount Needed to Budget:**

Total Budget Amount \$ \_\_\_\_\_  
 (Total Annual Expense minus Total Credits)

Monthly Payment Amount \$ \_\_\_\_\_  
 (Total Budget Amount divided by 10)



SAINT VINCENT COLLEGE

# Monthly Payment Plan Application & Agreement

## STUDENT INFORMATION

PLEASE PRINT OR TYPE

NAME: \_\_\_\_\_  
Last First M.I. Social Security Number

STREET: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: ( ) \_\_\_\_\_ WORK TELEPHONE: ( ) \_\_\_\_\_

ALTERNATE/MOBILE TELEPHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF GRADAUTION \_\_\_\_\_

## PAYOR INFORMATION (IF DIFFERENT FROM ABOVE)

NAME: \_\_\_\_\_  
Last First M.I. Social Security Number

STREET: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: ( ) \_\_\_\_\_ WORK TELEPHONE: ( ) \_\_\_\_\_

ALTERNATE/MOBILE TELEPHONE: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

## BUDGET INFORMATION

Term MPP Budget amount \$ \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_

Application Fee (non-refundable) \$ \_\_\_\_\_

Total Enclosed \$ \_\_\_\_\_

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SAINT VINCENT COLLEGE  
300 FRASER PURCHASE RD  
LATROBE, PA 15650-2690  
  
**Please make all checks payable to:  
Saint Vincent College**

Application, application fee (\$40.00), and your first monthly payment should be sent to BUSINESS OFFICE.

I, the undersigned participant, hereby apply for enrollment in the Saint Vincent College Monthly Payment Plan. By placing my signature below, I acknowledge I have read and will be required to comply with the Term & Conditions of the MPP as set forth on the reverse side of this brochure. I understand and intend this application will constitute a legally binding agreement between the undersigned and Saint Vincent College

\_\_\_\_\_  
Payor Signature

\_\_\_\_\_  
Date