The New Paltz Time Payment Plan allows you to make equal monthly payments toward the cost of tuition, fees, and on-campus room and board. By utilizing the Time Payment Plan, you and your family can incorporate the cost of college into the family budget for up to five months (please refer to the enrollment deadlines inside). This is not a loan. There is no interest charged. There are no hidden costs. Just add the $30.00 application fee to your initial down payment. Even if you are receiving scholarships or some financial aid, you may enroll in the Time Payment Plan. It is an easy way to pay the balance of your bill that is NOT covered by aid or another party. As long as the amount due is $500 or more, you can join the Time Payment Plan. Enroll online at my.newpaltz.edu.
**KEEP THIS WORKSHEET FOR YOUR RECORDS**

**BUDGET CALCULATION WORKSHEET**
Office of Student Accounts/State University of New York at New Paltz

*Write the Plan Budget Amount on Line 1 of the Application and Agreement*

**HERE’S HOW TO CALCULATE YOUR TIME PAYMENT PLAN BUDGET.**

You may include all university billed education expenses: tuition, fees, on-campus room and board. Books and other personal expenses CANNOT be included.

Any change in the amount due on your bill during the semester will automatically adjust the amount due for each subsequent payment in the Time Payment Plan.

**SEMESTER COSTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$</td>
</tr>
<tr>
<td>Fees</td>
<td>$</td>
</tr>
</tbody>
</table>

Note: Regular Student Health Insurance is billed in the fall as an annual premium. Foreign and overseas program insurance is billed by semester. Remember to include these fees if applicable.

Total Expenses: $ (A)

**LESS CREDITS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>$</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>$</td>
</tr>
<tr>
<td>Advance Deposits</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Credits: $ (B)

**ONE SEMESTER PLAN**

*Plan Budget Amount: $ (C)*

(A less B)

**RETURN TO THE OFFICE OF STUDENT ACCOUNTS**

**APPLICATION AND AGREEMENT**
Office of Student Accounts/State University of New York at New Paltz

FOR (check one):  □ FALL  □ SPRING YEAR:____

Please print all information clearly.

**Student Information**

Name ____________________________ ____________________________

Student ID Number ____________________________ Apt # ______

Home Address ____________________________ City ______ State ______ Zip ______

Phone (___) ______

The buyer agrees to pay the College according to established payment terms and acknowledges disclosure of same.

I, the undersigned participant, hereby apply for enrollment in the New Paltz Time Payment Plan. By placing my signature below, I acknowledge this service is being offered by SUNY New Paltz as an optional payment method and that I will be required to make payments in accordance with this agreement.

Upon enrollment, I will receive an e-mail at my New Paltz e-mail address confirming the plan has been successfully established. This e-mail will include a complete schedule of installment payments and due dates. I understand that this application will constitute a legally binding agreement between the undersigned and SUNY New Paltz. Failure to make these payments will result in the termination of the agreement and imposition of late fees. Termination of the agreement for non-payment may jeopardize future eligibility for the Time Payment Plan.

____________________________
Student Signature (required) Date __________

Once you are enrolled in the Payment Plan, you can set up an authorized user who can also make payments to your plan. Also, any changes to your Payment Plan can be viewed on-line, simply go to my.newpaltz.edu and sign into the Payment Plan.

BE SURE TO FILL OUT THE BACK OF THIS FORM.