

## BUDGET INFORMATION

### One Semester Plan

Plan Budget Amount \$ \_\_\_\_\_ Line #1  
(C from worksheet)

Initial down payment \$ \_\_\_\_\_ Line #2  
(divide line 1 by number of payments from enrollment  
deadlines section)

Application Fee \$ 30.00 Line #3

Total Amount Enclosed \$ \_\_\_\_\_ Line 2 + Line 3

Monthly Payment \$ \_\_\_\_\_  
(Subsequent monthly payments are equal to the amount on line 2  
and are due the 1st of each month).

### A CONFIRMATION EMAIL WILL BE SENT TO YOUR SUNY NEW PALTZ ADDRESS

**Send to:** Office of Student Accounts, Haggerty 210, State  
University of New York at New Paltz, 400 Hawk Drive, New  
Paltz, NY 12561-2438

Check one of the following payments:

- CHECK PAYMENT**  
(Make all checks payable to SUNY New Paltz)
- OTHER**  
(Money order, travelers check, etc.)
- CREDIT CARD PAYMENT**  
(Please read information below)

### ATTENTION:

**The Office of Student Accounts cannot enroll you for  
automatic monthly payments from your credit card.  
Only you can do so online at your [my.newpaltz.edu](http://my.newpaltz.edu)  
account.**

**All others may complete the following credit card  
information.**

### CREDIT CARD INFORMATION

Credit Card (VISA, MasterCard)

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CCV# \_\_\_\_\_

Print Cardholder Name: \_\_\_\_\_

Print Street Address: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## Time Payment Plan

*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](http://my.newpaltz.edu).*

State University of New York at New Paltz



## HOW TO ENROLL

Enroll online at [my.newpaltz.edu](http://my.newpaltz.edu) or by completing the attached enrollment application. Participation in the Time Payment Plan will require a down payment plus a \$30.00 Application Fee.

**To calculate your down payment, you must first find the total charges listed on your semester bill, and deduct any financial aid awards from this total.** This would include Stafford, subsidized and/or unsubsidized loans, Perkins Loan, Tuition Assistance Program (TAP), Pell Grants, private scholarships, etc. **Note: Work-Study should not be deducted.** This is your **Plan Budget Amount**. Take the Plan Budget Amount and divide it by the number of payments due from the Enrollment Deadline section below. This is your down payment.

The amount eligible for the Time Payment Plan is limited to the current semester's balance after financial aid or any third party assistance is deducted, and must be \$500.00 or more.

### Return the completed application with your first payment to:

Office of Student Accounts, Haggerty 210  
State University of New York at New Paltz  
400 Hawk Drive  
New Paltz, New York 12561-2438

### ATTENTION:

**The Office of Student Accounts cannot enroll you for automatic monthly payments from your credit card. Only you can do so online at your [my.newpaltz.edu](http://my.newpaltz.edu) account.**

**All others may complete the credit card information on the back of the brochure.**

### Payment Plan Enrollment Deadlines

(refer to your invoice due date)

#### Fall Semester

5 month plan ..... available until July 15th  
4 month plan ..... available July 16 to August 15  
3 month plan ..... available August 16 to September 15

#### Spring Semester

5 month plan ..... available until January 15th  
4 month plan ..... available January 16 to February 14  
3 month plan ..... available February 15 to March 15

Please refer to the due date on your semester bill, as well as the payment plan enrollment deadline dates listed above, to determine the appropriate payment plan option you must use.

**Note: you cannot choose a payment plan option in which the enrollment date has already passed.** Subsequent monthly payments are due on the 1st of each month.

## KEEP THIS WORKSHEET FOR YOUR RECORDS

### BUDGET CALCULATION WORKSHEET

Office of Student Accounts/State University of New York at New Paltz

*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

Tuition ..... \$ \_\_\_\_\_  
Room and Board ..... \$ \_\_\_\_\_  
Fees ..... \$ \_\_\_\_\_

*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

Scholarships ..... \$ \_\_\_\_\_  
Financial Aid ..... \$ \_\_\_\_\_  
Advance Deposits ..... \$ \_\_\_\_\_

**Total Credits** ..... \$ \_\_\_\_\_ (B)

#### ONE SEMESTER PLAN

**\*Plan Budget Amount** ..... \$ \_\_\_\_\_ (C)

(A less B)

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

## 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 \_\_\_\_\_  
Last First MI

Student ID Number \_\_\_\_\_

Home Address \_\_\_\_\_ Apt # \_\_\_\_\_

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](http://my.newpaltz.edu) and sign into the Payment Plan.*

**BE SURE TO FILL OUT THE BACK OF THIS FORM.**

Complete both sides of this portion - Detach and return to the Office of Student Accounts

