



# Western Michigan University

## Payment Agreement

Date: \_\_\_\_\_

WIN: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

As a condition for allowing registration for the \_\_\_\_\_ Semester, I agree to pay the University according to the schedule outlined below:

I agree to pay the balance due on the student account by the first day of class for the \_\_\_\_\_ semester. I understand if I do not make the payment by this date, unless a financial aid award is pending or, I have signed up to make scheduled payments through the University Payment Plan, my classes may be dropped\*\* and under no circumstances will I be allowed to re-register for these dropped\*\* classes. I understand that if I have signed up for the payment plan and I do not follow the schedule of payments; my classes may be dropped\*\*. I agree and understand that should I register for any other semester, without an agreement, specific to that semester, those classes may be dropped. I authorize payment of current semester charges on my Western Michigan University account with funds from my **current** federal financial aid. This includes tuition, fees, university housing charges, meal plan charges, health center charges, telecommunication charges, library fines, parking permits, and any other **current** semester charges on my account at the time my federal aid is disbursed. I understand Federal regulations state that the University cannot **withhold more than \$200** from my current financial aid, that is owed on my account from a **prior financial aid year**. Any remaining charges still outstanding on my account at the time of the disbursement **must be paid by me** on the first day of class or by the due date.

By signing below, I do hereby agree to the terms of this agreement and understand that if I do not pay the total amount according to the outlined schedule, any remaining delinquent balance may be placed for Third Party Collection. **Collection costs** will be added to the account, and the delinquency may appear on my credit report.

**NO ADVANCED NOTIFICATION OF DROPPING OF COURSES WILL BE SENT, HOWEVER, A LETTER OF NOTIFICATION WILL BE SENT THAT YOU HAVE BEEN DROPPED FROM YOUR COURSES.**

**\*\*Drop Date for Fall 2009 – Feb. 10, 2010, for failure to comply with payment agreement by Jan. 29, 2010**

Person Responsible for Financial Obligation

\_\_\_\_\_  
DATE

Accounts Receivable

\_\_\_\_\_  
DATE

Michelle Moriarty

Collections Manager

If faxing, send signed copy to 269-387-4227, or mail signed form to WMU, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5210.