3. Participation in the payment program is renewable each academic year by submitting an application as described in #1 of "Terms and Conditions."

4. The program may be terminated at any time or the budgeted amount may be changed by noting the change on the payment vouchers provided by the university.

5. If the amount paid through the payment plan is more than the total due on the student's account, the student may either request a refund or a credit against future charges after the semester begins. If the student does not attend or withdraws from Shippensburg University, the payments into the plan will be refunded, based upon the university refund policies and schedules, minus any charges against the student's account.

6. In those instances where the final payment amount is less than the student's bill, payment for the balance will be due immediately upon its determination or by the due date of the semester's bill, whichever occurs later.

7. Bad checks issued either for the application fee or the installments will be treated in accordance with the normal policies of the university, which essentially impose a $35 penalty and require replacement with cash, certified check, or money order.

Call if you have questions about the program:

Student Accounts Office
(717) 477-1211

A member of Pennsylvania's State System of Higher Education, Shippensburg University is an equal opportunity educational institution. Direct requests for disability accommodations and other inquiries to the Office of Disability Services, Horton Hall Suite 324, Shippensburg University, 1871 Old Main Drive, Shippensburg, PA 17257-2299, (717) 477-1329, ods@ship.edu.

Rev. 1/16

How to Calculate Your Budget Amount

1. Estimate the total educational expenses (tuition, room, board, and other fees) for a full (or half) year by using this worksheet and the current fees listed below.

2. Deduct any amounts you expect from other sources such as scholarships, loans, grants, etc.

3. The difference is an estimate of what you may need in order to pay the next year's (or half year's) expenses. You may also budget a smaller or larger sum by substituting it for the amount derived through steps 1 and 2 above.

4. Divide the amount you have selected on line 3 by eight (8) for a full year or four (4) for a half year.

EXPENSES:
Tuition _____
Room _____
Meals _____
Other fees _____
1. Total estimated expenses _____

FINANCIAL AID:
Scholarships _____
Loans _____
Grants _____
Deposits _____
Advance payments _____
Other _____
2. Total credits _____
3. Total amount you wish to budget (1-2) _____
4. Estimated monthly payment _____
(Divide line 3 by either 8 or 4 installments.)

Fees

The following 2015-2016 fees may be used for your calculations. Bear in mind that the Pennsylvania State System of Higher Education reviews fees each summer, and increases in these amounts could occur beginning with the fall semester of 2016:

Per Semester	In-state	Out-of-state
Tuition	$3530	$7943
Other fees	1496	1610
Average room & meals	6083	6083
Meals only (15 meal plan)	1750	1750

* *See* www.ship.edu/Student_Accounts *for additional suite pricing.*

Keep this worksheet for future reference.

SHIPPENSBURG UNIVERSITY

Prepayment Plan

Plan Now for Fall 2016 & Spring 2017

- **Monthly Payments**
- **No Interest Charges**
- **Low Application Fee**

WWW.SHIP.EDU

The Shippensburg University Prepayment Plan for Fall 2016 & Spring 2017

Application (2016-2017)

I wish to use the SU Prepayment Plan to budget expenses for the full (or half) academic year. I have read the terms and conditions found elsewhere in this brochure, and I understand and agree to those terms. I further understand that participation in this program does not relieve me of the obligation to pay the full amount due to the university on the billing due date.

— *Please type or print the following information* —

Name of payer _____ *Last* _____ *First* _____ *MI* _____ Telephone number _____

Student name _____ *Street* _____ *City* _____ *State* _____ *Zip* _____

Number of payments *(check one)* ☐ 8 (two semesters) ☐ 4 (one semester) *Last* _____ *First* _____ *MI* _____

Total amount to budget (Line 3 of worksheet) $ _____

Application fee enclosed *(check one)* ☐ $30.00 (two semesters) ☐ $15.00 (one semester)

Signature of payer _____ *Date* _____

By signing this agreement, the student authorizes Shippensburg University to release and discuss the financial information pertaining to the student's account with the payer.

Signature of student _____ *Date* _____

____ Please mail payment vouchers to address above ____ Please e-mail payment vouchers to _____ *(E-mail address)*

Shippensburg University offers a payment program to help students and their families meet tuition and other fee costs. This program allows you to budget for expenses of the forthcoming semester or academic year through a series of monthly installments. All or part of the expenses may be budgeted.

Students are obligated to pay all fees and charges in full by the due date set for each semester. If the amount due on that date is greater than the amount paid under the plan, a separate payment for the balance is due the university prior to registration. If, however, the amount paid is more than the total due, the student may (after the semester begins), request either a refund of the overpayment or credit toward a future semester.

Benefits

The payment plan is not a loan program — there are no interest costs, loan origination fees, or late payment penalties on missed installments.

You determine the amount of money you wish to budget and the monthly payment you wish to make.

How to Enroll

Use the worksheet on the back of this brochure to estimate the amount to be budgeted.

There is a $30 per year ($15 per semester) enrollment fee. If a student does not attend (or withdraws from the university), the payments into the plan will be refunded, based upon the university's refund policies and schedules (found in the university catalog), minus any charges which have accrued against the student's account.

Complete the attached application form and send it along with your application fee payment to:

Student Accounts Office
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299

Make checks payable to *Shippensburg University*.

Upon acceptance into the program, a packet of payment vouchers will be sent for your convenience in transmitting the budgeted amounts. If you prefer, we will e-mail the vouchers to you. (Please provide your e-mail address on the application form.) If you wish at any time to adjust the budgeted amounts, simply make the appropriate changes on the vouchers. Withdrawal from the plan can easily be accomplished by discontinuing further payments.

Application Dates

Applications should be submitted by March 15, 2016, for the fall and spring semesters (or fall only).

Applications should be submitted by August 15, 2016, for the spring semester only.

Applications will continue to be received after the above dates; however, the budgeted amount may need to be paid in fewer installments.

Payment Schedule

Fall Semester:

April 15, May 15, June 15, July 15

Spring Semester:

September 15, October 15, November 15, December 15

Terms & Conditions

Before you apply for this program, please read the following terms and conditions.

1. An application received for enrollment in the program must be accompanied by payment for the application fee. Your application will be returned if no payment is enclosed. Application fees are not refundable.
2. The payment plan consists of eight monthly installments for the full academic year or four monthly installments for one semester. Students planning to graduate in December would normally utilize the four month plan for fall semester. Freshmen admitted late for the fall semester might wish to enter the program with a four payment plan for the spring semester followed by a full year plan for subsequent academic years. An academic year consists of consecutive fall and spring semesters.