

**VILLA MARIA COLLEGE OF BUFFALO**  
Monthly Payment Plan Agreement

Name \_\_\_\_\_ Student ID Number: A00000 \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Fall 2010 Semester**

By submitting this agreement along with the required payment and my signature, I am agreeing to the terms listed below:

- I understand that this payment plan is based on 4 equal monthly payments of \$ \_\_\_\_\_ due on the following:  
**August 18                      September 18    October 18                      November 18**
- Included with my first monthly payment is a one-time processing fee of \$40 added to the first installment according to the Monthly Payment Plan Agreement.
- Any Financial Aid monies awarded to me will be applied to the outstanding balance of my tuition as they are received and the remaining monthly payments will be adjusted, if necessary.
- I understand that if I miss a payment on my tuition payment plan, my classes may be dropped for non-payment and any refund due to me will follow the refund table set in the class schedule.
- I must notify the Business Office immediately of any change in my registration that may result in a change in my tuition charges so that my account and monthly payment amount(s) can be adjusted accordingly.
- I may make payments at any time on my account, but my minimum monthly payment must be in the Business Office no later than the dates indicated in paragraph 1.
- Failure to meet two consecutive payments will result in termination from the Monthly Payment Plan and the total balance on my account will become due immediately.
- I understand that it is my responsibility to notify the Records Office immediately if I change my mailing address. Notices for monthly payments are not sent each month. Please keep the Monthly Payment Schedule for your records as the reminder for amount due and due dates.
- If my account becomes delinquent and is not resolved with the Business Office, I understand that I will not be able to pre-register for the next semester and grades and/or official transcripts will be withheld until the balance is paid in full. I may also be barred from use of the library and computer labs. If by the end of the semester I have an outstanding balance, I understand that my account will be assigned to a collection agency and I will be responsible for the outstanding balance, late fees and collection fees.
- I agree to all the terms of the agreement stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**A late payment fee of \$20 will be assessed monthly for each late payment.**  
**A late payment fee of \$150 will be assessed if a tuition balance remains without a payment plan.**

*Villa Maria College    240 Pine Ridge Road    Buffalo, NY 14225    896-0700    www.villa.edu*