



**Emporia State University  
Extended Payment Agreement  
& Promissory Note  
FALL 2008**

**Emporia State University  
Cashiering Services  
1200 Commercial, Box 4080  
Emporia, KS 66801**

(Please Print)

Student's Name: \_\_\_\_\_  
Last First MI

ESU ID# \_\_\_\_\_

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

Phone # \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day Time Phone # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**COMPLETED FORM MUST BE RETURNED BY 4:00 P.M. ON FRIDAY, AUGUST 15, 2008**

Policies concerning tuition, fees and all other charges are set by the Board of Regents and the University and are subject to change. This agreement is subject to all applicable policies, incorporated herein by this reference, and available online at: <http://www.emporia.edu/busaff>. Please be aware of the following terms and policies which are also applicable to this Agreement:

1. This Extended Payment Agreement allows for the extension of due dates for the payment of student educational account balances. Student is responsible for full payment of all tuition, fees and all other charges incurred by the dates set forth in all applicable university policies and also as set forth in this Agreement.
2. **An account down payment of \$150** must be received by Cashiering Services by Friday, August 15, 2008 in order to retain class schedule. Failure to make this required payment on account results in the student being dropped from courses.
3. Payment in full of student accounts may be made at any time during the extended payment time.
  - a. If full payment of student accounts is not received before the first day of class (Wednesday, August 20, 2008) a **non-refundable \$50** administrative fee will be assessed to extend the payment date to Friday, September 12, 2008.
  - b. If full payment of student accounts is not received on or before Friday, September 12, 2008, an additional **non-refundable \$50** administrative fee will be assessed to extend the payment date to Wednesday, October 8, 2008.
4. **Full payment of all account charges must be made by Wednesday, October 8, 2008** to avoid account holds and additional fees.
5. Extended Payment Agreements are not available if a prior account balance is outstanding. Students with any outstanding obligations will not receive transcripts or be allowed to enroll until obligations are met.
6. WITHDRAWAL – Any student wishing to withdraw from the University and be considered for a refund or be relieved of their financial obligation **MUST** initiate the withdrawal process through Registration prior to the end of the refund period. Please see the Class Schedule available in Registration or <http://www.emporia.edu/busaff/refund.htm> for the policy and refund schedule.
7. Billings from the Cashiering Services will be sent monthly. Student is responsible for following University policy to insure their billing addresses remains current. A student's account having an unpaid balance after the Extended Payment Agreement period will be referred to a professional collection agency. Holds will be placed on the student's account. You agree to the release of your student account information for the purposes of collecting amounts owed.
8. Any financial aid recipient (loans, grants, scholarships, etc.) needs to complete a "Title IV Authorization Release Non-Institutional Charges and Prior Year Charges Form" on file. This form is available through the student's **Buzz In** account ( <http://buzzin.emporia.edu>). The student is responsible for any account balance remaining after aid is applied.

<b>Amounts due under this Agreement are set forth in billing statements and as updated in student <i>Buzz In</i> accounts online</b>	
<b>August 20, 2008 - Administrative fee charged allowing Extended Payment due date of Friday, September 12<sup>th</sup></b>	<b>\$50</b>
<b>September 12, 2008 - Administrative fee charged allowing Extended Payment due date of Wednesday, October 8<sup>th</sup></b>	<b>\$50</b>
<b>October 9, 2008 – Pursuant to University policy, additional fees and holds will be applied if an account balance remains.</b>	

I hereby authorize Emporia State University to apply my available financial aid to my semester charges. If my financial aid is not enough to pay the full balance, I understand I am responsible for all charges including but not limited to the additional charges indicated herein. I promise and agree to pay Emporia State University the amounts due and all administrative fees, late payment fees, costs, and related expenses in collecting this debt. I hereby acknowledge that I have read and understand all of the information listed above and have received a copy of this agreement prior to the consummation of this transaction.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Co-Signer \_\_\_\_\_ Date \_\_\_\_\_  
(If under 18 years old, guardian must co-sign.)

**Deliver by Mail to: Emporia State University, Cashiering Services, Campus Box 4080, 1200 Commercial St., Emporia, KS 66801,  
Deliver by Fax to: 620-341-6770, or Deliver in Person to: Cashiering Services, Plumb Hall 104**