HOWARD PAYNE UNIVERSITY

EXTENSION CENTER – FINANCIAL SETTLEMENT AGREEMENT

STUDENT INFORMATION

PLEASE PRINT ALL REQUESTED INFORMATION.

Student ID # _____

Name _____

Address _____

_____

E-mail Address _____

Home Phone ( ) _____

Work Phone ( ) _____

Cell Phone ( ) _____

Type of Degree: ☐ Bachelor ☐ Associate ☐ Non-Degree Seeking

Extension Center: ☐ El Paso ☐ New Braunfels

Academic year and semester for which you are registering: _____ Semester: ☐ Summer I ☐ Summer II ☐ Fall ☐ Spring ☐ May Term

OFFICIAL ENROLLMENT CONTRACT

Student agrees and understands:

- Registration/enrollment **is not considered finalized** without payment in full or approved payment plan confirmation with Tuition Management Systems (TMS). For the purpose of calculating your required payment, you may deduct the amount(s) you reported as Financial Aid Credits from your balance. If the amount(s) reported are not correct, you will be responsible for making up the difference in your remaining payment(s).
- Financial aid will be posted to your student account after your actual enrollment is confirmed; i.e. official registration forms received from the extension campus, posted by the main campus, **and** after classes have officially begun.
- Students requesting state or federal financial aid must file an official degree audit during their first semester of enrollment as a means of verifying that the student is a regular, degree-seeking student. It is the student's responsibility to contact the extension center for instructions for filing the degree audit.
- I agree to be fully responsible for paying the account balance incurred by enrolling and to contact the Extension Director, **in writing,** to cancel enrollment, change classes, or withdraw. Student accounts must be paid in full before officially withdrawing; receiving transcripts of credits, diploma, or access to grades through CampusConnect; or enrolling for future terms.
- I certify that the above information is true and correct to the best of my knowledge.

Student Signature: _____ Date: _____ Extension Director: _____ Date: _____

CHARGES AND PAYMENT INFORMATION

Tuition: Credit $ _____ x _____ (total hours)..... $ _____

OR Audit $ _____ x _____ (total hours) ..... $ _____

Online Fee:..... $ _____

Academic Services Fee: ..... $ _____

Financial Aid Credits: List approved and anticipated (total financial aid)..... $ _____

_____

Loans: _____

Scholarships/Grants: _____

_____

BALANCE DUE (after posting of **approved** Financial Aid Credits)..... $ _____

AMOUNT PAID..... $ _____

DESIRED PAYMENT METHOD (Please check one.)

☐ I expect to have no balance due because I have 100% approved financial aid after my loans.

☐ I have just made payment arrangements through Tuition Management Systems (TMS) for the full remaining balance (after approved financial aid and estimated loans). TMS may be accessed via the web at www.afford.com/hputx, or from HPU's website or by telephone as per the enclosed flyer. Please indicate your selected TMS payment method as follows:

☐Credit card ☐One-time bank draft ☐TMS monthly payment plan

☐ **A copy of my confirmation from TMS is enclosed. TMS ID No.** _____

☐ I prefer HPU to process my payment manually for the full remaining balance (after approved financial aid and estimated loans) using the following method (please select one below). There is a 3% transaction fee for credit card payments over $100.

☐ Check (enclosed) Amount: _____

☐ Credit card (include information requested below) Amount: _____

☐ One-time bank draft (include information requested below) Amount: _____

CREDIT CARD INFORMATION FOR MANUAL PROCESSING (If have paid online with a credit card, please disregard this section.)

☐MasterCard ☐VISA ☐American Express ☐Discover Card #: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date: ☐☐/☐☐☐☐ CVV2# (Last three digits on back of card): ☐☐☐

Name as it appears on the card: _____

Statement Address: _____

Signature: _____ Date: _____

Home Phone: ( ) _____ Work Phone: ( ) _____

BANK ACCOUNT INFORMATION FOR MANUAL PROCESSING (If have paid online with a bank draft, please disregard this section.)

Bank Name: _____ Name on Account: _____

Routing Number: _____ Account Number: _____