

## Auto Payment Plan- Terms and Conditions

### University of San Diego

By choosing to participate in the Tuition Auto payment plan through the University of San Diego,

I understand:

1. I have authorized USD to debit my bank account on the first of each month.
2. Payments are due on the first of each month; there will be a \$25 fee for each dishonored auto-debit transaction. If a payment is received after the due date, I may be assessed a late fee of \$150.
3. I understand it is my responsibility to inform the Office of Student Accounts if my bank account has closed or my account number has changed.
4. If I have two consecutive dishonored payments, I may be withdrawn from the payment plan and a hold may be placed on my records until my student account balance is paid in full.
5. If I fail to pay my student account:
  - I may be dropped from the program,
  - My account will be placed in default,
  - The student may be dropped from his/her classes,
  - Collection proceedings for the remaining balance will begin, and
  - I may not be permitted to enroll in the payment plan in the future.
6. The school is not required to email payment reminders.
7. This is an interest-free program.
8. Incidental fees charged to the student's account will be added to the Plan and be divided by the remaining installments.
9. If financial aid or a scholarship award is released to the student account before enrollment to the Payment Plan, the total installment contract amount for the plan shall be the total unpaid charges after financial aid or scholarship had been applied.
10. If financial aid or scholarship proceeds are awarded to the student account after the Installment Contract has been executed, the proceeds shall be applied to reduce the amount of the contract; I understand that if I later receive financial aid, my student account will be paid before a refund is issued.

11. If a check/cash payment is posted to the student account after the Installment Contract has been executed, the payment shall be applied to reduce the amount of the contract.
12. If the student adds classes after enrollment in the Payment Plan, additional registration costs will be added to the Plan and be divided by the remaining installments.
13. If a student partially withdraws from classes, any reduction in the cost of registration will be adjusted to the remaining balance due on the installment.
14. If the student's classes are dropped past the date for a refund, I will owe the school the balance of my tuition and fees.
15. The percentage of refund shall be determined based on University of San Diego Bulletin.
16. Until all debts have been paid to the University:
  - I will not be allowed to receive an official transcript of any work completed at the University of San Diego, and
  - I will not be cleared to register for any subsequent academic period.
17. If an unpaid balance is turned over to an agency for collection, a 10% APR interest will apply to the past due balance.
18. I authorize USD to initiate any correcting adjusting entries to my bank account. This authority is to remain in effect until USD has received written notification from me of its termination.
19. I also agree that the University of San Diego may retain all transcripts, awards, degrees and records to which I would otherwise be entitled.
20. I will take responsibility in updating my records at University of San Diego should there be any change in my mailing address or other information.
21. I have the right to cancel my auto payment plan enrollment at any time. If I choose to cancel my auto payment plan enrollment, I will provide a written statement of my intent to cancel my participation in the plan. This cancellation must be received at least 30 days in advance of my next monthly payment.
22. I agree that if the University of San Diego fails to enforce all terms and conditions stated herein, this shall not constitute a waiver of the underlying obligations agreed to by the student.