Shawnee State University Short Term Loan Application Form

The Short Term Loan is an alternative payment method available to students and their parents electing not to pay the full amount of their tuition and fees on the regularly scheduled payment due date. Under this no interest loan option, you pay a first installment of one-fourth of the total balance due on your account plus a $10.00 processing fee. The remaining balance is then billed by the Bursar's Office in three additional installments later in the semester.

Payment Due Dates The first installment on the short term loan is due on the regularly scheduled payment due date. For students participating in early registration, this date is specified in your billing information and on your statement. For students participating in late registration, the first installment is due at the time of your registration.

The remaining three installments are due by week four, week eight, and week twelve of each semester. Billing and payment information will be mailed to your residence prior to the due dates for the final three installments.

PAYMENT IS DUE BY THE POSTED DATES REGARDLESS OF WHETHER OR NOT YOU RECEIVE AN ADDITIONAL BILL.

Fees A $10.00 processing fee is assessed for every semester that you select the short term loan option. If you fail to make your loan payments by the required dates, you are also assessed a late fee for each late payment. Late fees ($60, $40, $40, $40).

Student Information

Last Name _____ First _____ Middle _____

Student ID # _____

Home Phone # _____ Local Phone # _____

Computing the First Installment

Total Amount Due Per Billing Statement $_____ ÷ 4 = $_____ Line 1

Processing Fee 10.00 Line 2

Total First Installment Due (add lines 1 and 2) $_____ Line 3

Important: *Please read this form before signing below.*

Promissory Note: For value received I promise to pay to the order of Shawnee State University the sum of $_____. Said principal to be payable on the dates and amounts specified above.

Student's Signature _____ Date _____

Cosigner's Signature* _____ Date _____

** If you are not eighteen years old, your parent or guardian must sign this form on the cosigner line.*

Please document the student's ID number on checks and money orders made payable to Shawnee State University. If you are paying by Visa or MasterCard, complete the credit card information on the reverse side and return this form to: **Bursar's Office, Shawnee State University, 940 Second Street, Portsmouth, Ohio 45662-4344.**

Paying Fees by Credit Cards

Instructions for charging fees with credit cards:

1. Fill out the charge form below: Print your credit card number in the appropriate box. Complete the information requested in the other boxes and sign your name. It is important to remember that the credit limit of your credit card cannot be exceeded when used in the payment of fees. Use of credit cards will be accepted only in an amount less than or equal to the fee assessment. All credit cards have "maximum credit limits" assigned to every cardholder. If you have a credit card with a "credit limit" of $500.00 and you already owe your credit institution $200.00 on this card, you cannot charge tuition of $400.00. The University's procedure for students who charge tuition in excess of their credit card limit is the same as that for invalid or returned checks.
2. If you do not know your "credit limit," it is stated on your credit card statement or can be obtained by calling the credit institution which issued your credit card.
3. If you do not have sufficient credit available to charge your total fees, you may either:
   A. Charge merely a portion of them.
   B. Apply in advance to your credit institution for increase of credit.

Charge Your Shawnee State University Fees

Use either your Discover, MasterCard, or Visa number.

Credit card account number

Security Code

Amount to be paid

Card expiration date

Circle correct credit card

Print your name as it appears on your card

Cardholder's mailing address: Street

City State Zip

I hereby agree to pay the sum set forth above to the credit institution which issued my card in accordance with the terms of the credit card for the purchase of goods and services. I also understand that if a refund is due, it will be issued in the form of a check payable directly to the student.

Signature of cardholder

Student's ID number

Phone number