

California State University, Chico
Student Financial Services
Graduate Professional Business Fee

To use this contract, please copy, fill out completely, sign where indicated, make a photocopy for your records, and forward the original with your first payment to Student Financial Services, on or before the 2nd Friday of classes (end of add/drop period).

I, _____, hereby request to use the installment plan for the Graduate Professional Business (MBA) fee for the _____ semester. I am not eligible for any other campus waivers, subsidies or deferments, and have not requested to use the State University Fee deferment contract for this semester. This contract only applies to the Graduate Professional Business Fee and registration fees are not part of this agreement and must be paid in accordance with published deadlines.

Total Units Enrolled _____ x \$210/ unit = \$ _____
Service Fee \$ 33.00
Total Due \$ _____ Less Payment \$ _____ =
Contract Amt \$ _____

Minimum Payment Each Date (\$ _____ / .33333 = \$ _____
Payments are due (1/3 minimum each payment) the 5th (or next business day) of October, November, December for Fall semester and March, April, May for Spring semester.

I understand and agree:

1. This is a binding contract requiring payment of the Graduate Professional Business Fee tuition plus the non-refundable service charge as indicated above.
2. If any payment is not made when due, an administrative hold will be placed on the student account and a \$20 past due fee assessed.
3. I am financially liable for any units in which I am enrolled as of the 2nd Friday of classes for the term PLUS any classes in which I subsequently enroll. If additional fees are due after this contract has been established, these amounts may NOT be paid in installments, but must be paid at the time they are incurred. I will not be able to add any classes after the add/drop period (2nd Friday of classes) without prepaying for such units.
4. If any units are dropped after the add/drop period or a withdrawal from the University processed, any non-refundable portion of MBA Fee and registration fees per the refund schedule are due and payable in full immediately.
5. Payments are due as indicated above whether or not a billing or other notification is sent by the University.
6. Any payment dishonored by the bank will be treated as though no payment was received resulting in an administrative hold, a \$20 past due fee, and a \$20 dishonored check fee. Repayment must be made within the designated time period in cash or by certified check.
7. If payments are not made per the schedule above:
8. Access to University services, including, but not limited to, enrollment and official transcripts may be denied until the debt is paid in full.
9. This debt may be referred to a collection agency and/or reported to a credit reporting bureau. Your debt will be submitted to the California State Franchise Tax Board for interception of your state income tax refund until your balance is paid in full.
10. Liability for all costs of collection including, but not limited to, skip-tracing fees, collection agency fees, court costs and/or attorney fees if suit or legal action is initiated will be incurred.
11. FURTHERMORE, failure to make payments when due may result in disenrollment from classes and/or ineligibility to participate in a Deferred Payment Contract in the future.

Signature

Date

Print Name

Student ID

Street Address

City, State, Country

Phone Number

Email Address

