



Graduate Payment Plan Enrollment Form

\$75 per term enrollment fee

Student's Name _____ ID# _____

Payer's Name _____ Phone (____) _____ - _____

Address _____ City _____ ST _____ ZIP _____

Term Charges Eligible for Payment Plan:

Per Credit Hour Tuition (____ hrs enrolled x \$_____ per hour) \$ _____

Less Credits and Payments:

Awarded Fellowships and Scholarships - \$ _____

Approved Student Loans - \$ _____

Payment(s) on Account - \$ _____

Balance Due for the Term = \$ _____

Monthly Payment Amount* \$ _____

Monthly Payment Amount is established by dividing the **Balance Due for the Term by the 4 payment due dates for the fall and spring terms or by the 3 payment due dates for the summer term.*

Select term and corresponding payment due dates for Payment Plan Enrollment:

Fall
September 10th
October 10th
November 10th
December 10th

Spring
January 10th
February 10th
March 10th
April 10th

Summer
May 10th
June 10th
July 10th

There is a \$75 enrollment fee required for processing. Forms submitted without payment of the enrollment fee will be returned. For your convenience, the enrollment fee and your monthly payments may be paid online by check, VISA or MasterCard at <https://myqueens.queens.edu/ics> Please note: Payments must be paid monthly by the payer. For security reasons, the university does not store credit card or checking account numbers.

I promise to pay the balance due by the agreed upon dates and understand that payments received after these dates may be subject to late fees. I acknowledge that the established monthly payment amount is subject to change with additional charges and/or changes in financial assistance applicable to the term of enrollment covered by this payment plan.

I have paid the \$75 enrollment fee on-line or enclosed with this form (check or money order).

Payer's Signature _____ **Date** _____

Submit form: by fax to University Cashier at 704 337-2416 or
by mail to Queens University of Charlotte
Attn: University Cashier
1900 Selwyn Ave.
Charlotte, NC 28274