



**Undergraduate 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:**

Comprehensive Tuition or \_\_\_\_\_ \$ \_\_\_\_\_  
 Per Credit Hour Tuition (\_\_\_\_ hrs enrolled x \$ \_\_\_\_\_ per hour) + \$ \_\_\_\_\_  
 Room and Board for campus housing + \$ \_\_\_\_\_  
 Room Damage Deposit (for 1<sup>st</sup> time campus housing) + \$ \_\_\_\_\_  
 Health & Illness Insurance + \$ \_\_\_\_\_

**Less Credits and Payments:**

New Traditional Student Tuition Deposit - \$ \_\_\_\_\_  
 Awarded Scholarships and Grants - \$ \_\_\_\_\_  
 Approved Student and PLUS 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:**

<input type="checkbox"/> <b>Fall</b>	<input type="checkbox"/> <b>Spring</b>	<input type="checkbox"/> <b>Summer</b>
August 10 <sup>th</sup>	January 10 <sup>th</sup>	May 10 <sup>th</sup>
September 10 <sup>th</sup>	February 10 <sup>th</sup>	June 10 <sup>th</sup>
October 10 <sup>th</sup>	March 10 <sup>th</sup>	July 10 <sup>th</sup>
November 10 <sup>th</sup>	April 10 <sup>th</sup>	

**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