

**SPRINGFIELD COLLEGE
SCHOOL OF HUMAN SERVICES**

Partial Payment Plan Agreement / Registration Receipt Form

Revised

Jan. May Sept YEAR _____

Please check the appropriate program: **BSHS** **MSHS** **PENDING**

ID# _____ Date _____	FINANCIAL AID	Credit Hours:
Name: _____ <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr.	Grants:	Tuition fee:
Address: Last _____ First _____		Payment plan fee:
City: _____ State: _____ Zip: _____		Portfolio fee:
Home phone: _____	Awards:	Health Insurance fee:
Business phone: _____		Insurance credit:
Payment Agreement: The outstanding balance of \$ _____ Must be paid according to this schedule:		Late registration fee:
	Loans:	Other:
		Subtotal:
		Financial aid:
25% _____ Date: _____	Other:	Subtotal:
25% _____ Date: _____		25% deposit:
25% _____ Date: _____	Total:	Total:
25% _____ Date: _____		

I understand that failure to satisfy the terms of this agreement may make me ineligible for future participation in the partial payment plan option. I also understand that THIS DOCUMENT WILL BE MY ONLY REMINDER OF PAYMENT DUE. There will be a late charge of \$50.00 added to my account for payments not received by the due date and a charge of \$30.00 for checks returned for insufficient funds.

(Signature) (Date)

I have applied for financial aid. However, I understand that I will be held responsible for the total amount not covered by financial aid.

(Signature) (Date)

I understand that once I am officially registered for courses, I am responsible for the tuition incurred for those courses. I also understand that if I intend to withdraw from the College, I must inform the Student Services Office in writing by filling out the School of Human Services COMPLETE WITHDRAWAL FORM or LEAVE OF ABSENCE FORM. If I fail to adhere to the withdrawal policy, I am responsible for any charges assessed.

(Signature) (Date)

SEND PAYMENTS TO:

Your campus or
Springfield College Business Office
263 Alden St.
Springfield, MA 01109-3797 (413) 748-3183

Prepared By: _____
Signature (Campus Staff)