

Missouri State University™-West Plains

Registration Request Form And Deferred Payment Plan

This is a legal and binding document. Please read the entire document before signing.

For and in consideration of my registration and enrollment at Missouri State University-West Plains, I promise and agree to pay all debts incurred or sums charged to my account as a Missouri State University-West Plains student. I further agree to be bound by all provisions of the Deferred Payment Plan as set form on the reverse of the form.

I further understand that upon signing this agreement, I will be legally obligated to pay all debts owed to Missouri State University-West Plains and all charges to my account, including full payment of all student fees payable for any semester for which I register, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy.

I understand and agree that I have the right to prepay in full my tuition for any semester for which I register, and that any fees not paid in full remaining due and payable by me pursuant to the terms of the Deferred Payment Plan set for on the reverse of this form.

The University recommends that you visit with an academic advisor and/or take the time to perform a web degree evaluation before scheduling. The University cannot be held responsible for student errors in scheduling resulting from not meeting with an advisor or following published degree plans. Registration at Missouri State University-West Plains is not complete until this form is signed and processed in an authorized registration center.

NOTE: A \$15 registration fee will be charged to your account, if you register during the late registration period.

Name: _____ Last _____ First _____ MI _____ Student ID# _____

CRN	Course	Section	Credit

CRN	Course	Section	Credit

Fall
 Spring
 Summer

20 _____

Total Hours For Semester

Address _____ Street/PO Box _____ City _____ State _____ Zip _____

Telephone _____ E-mail Address _____

Employer _____ Telephone _____

Emergency Contact _____

Name _____ Address _____ Telephone _____

Student Signature

Date

Advisor Signature or Alt PIN#
(Required for Degree-Seeking Students)

Date

For Office Use

Processed By

Date

Missouri State University-West Plains
Office of Registration And Records
128 Garfield
West Plains, MO 65775

417-255-7979 (Phone)
417-255-7977 (Fax)

Enrollment Agreement - Terms and Conditions

All students must agree to abide by University policies at the time of initial registration for each semester.

For and in consideration of my registration and enrollment at Missouri State University-West Plains, I promise and agree to pay all debts incurred or sums charged to my account as a Missouri State University-West Plains student. I further agree to be bound by all provisions of the Deferred Payment Plan as set forth below. I further understand that upon accepting this Agreement, I will be legally obligated to pay all debts owed to Missouri State University-West Plains and all charges to my account, including full payment of all student fees payable for any semester for which I register, unless I officially withdraw from the University in accordance with the University's drop and withdrawal policy. I understand and agree that I have the right to prepay in full my tuition for any semester for which I register, and that any fees not paid in full remain due and payable by me pursuant to the terms of the Deferred Payment Plan.

I certify that the information I have provided is accurate and acknowledge that falsified information may result in suspension from Missouri State University-West Plains with loss of fees. I understand and agree that by accepting this Enrollment Agreement I am agreeing to all terms of the Deferred Payment Plan set forth herein, including, without limitation, the payment of attorney's fees and costs attributable to collection of any default in payment of sums due and owing by me pursuant to the terms of the Deferred Payment Plan. I also agree that I am subject to the University's policies, rules and requirements applicable to students including, but not limited to, those stated in the University catalogs at <http://www.wp.missouristate.edu/Catalog>, class schedules and on the university website. Policies include, but are not limited to, computer use policies at <http://www.wp.missouristate.edu/CS/Policies.htm>, Student Code of Rights and Responsibilities at <http://www.wp.missouristate.edu/StudentLife/code.htm>, Academic Regulations at <http://www.wp.missouristate.edu/catalog> (Academic regulations section).

Deferred Payment Plan

Required Student Fees:

Fee payment deadlines vary depending upon when a student registers. The fee payment deadlines are described in the class schedule. If the required student fees are not paid in full by that date, a Finance Charge will be assessed on the remaining balance. The remaining balance is due on the 15th day of the following month with the option of paying minimum payments as described below. The Finance Charge, which is the dollar amount the credit will cost you, will be determined by applying a monthly periodic rate of 1% to the remaining balance. This is an Annual Percentage Rate of 12.68%. The Annual Percentage Rate is the cost of your credit as a yearly rate. The monthly minimum payment amount is calculated by dividing the total required student fees due at the beginning of the semester by the number of scheduled payment dates in the semester and adding the Finance Charge. There will be a total of three scheduled payment dates per semester beginning in September and ending in November for the fall semester and beginning in February and ending in April for the spring semester. There will be a total of two scheduled payment dates beginning in June and ending in July for the summer semester. Required student fees must be paid in full no later than the 15th day of November during the fall semester, the 15th day of April during the spring semester, and the 15th day of July during the summer semester.

Residence Hall Charges:

Residence hall charges will be included in the Deferred Payment Plan as follows. Residence hall charges are due September 15 for the fall semester and February 15 for the spring semester. A \$100 deposit must be returned with Student Housing Contract. This deposit will be refunded upon completion of the contract if no additional charges are incurred. The residence hall charges must be paid in full by the due date or a finance charge will be assessed by applying a monthly periodic rate of 1% to the remaining balance. If the residence hall charges are not paid in full by the due date, the remaining balance is due on the 15th day of the following month with the option of paying a minimum payment, which is calculated in a similar manner as the minimum payment for required student fees. The total amount due and the minimum monthly payment will vary depending upon the residence hall in which a student lives. This information may be obtained from the Office of Admissions.

Miscellaneous Charges:

Miscellaneous charges include all other charges assessed or incurred such as long distance telephone charges, parking fines, bookstore charges and library fines. These charges are due when billed. A Finance Charge will be assessed on the next statement date after a miscellaneous charge is first billed. The Finance Charge will be determined by applying a monthly periodic rate of 1% to the unpaid balance.

Failure to Pay:

Since the minimum payment option is based on a semester's charges and billing dates, all accounts must be paid in full by the end of the semester. Any amounts remaining unpaid at the end of a semester will be billed in full and are not subject to minimum payment. A collection charge of \$5 may be assessed on any balance which is past due for a period of more than 10 days. Past due amounts will prevent a student from registering for the next semester or from receiving diplomas or transcripts. Students who have already registered for a subsequent semester with a past due amount on their record will have their future registration canceled. Failure to pay will result in the student being reported to a credit service.

Default:

Each student must pay the balance of the account in full upon request if the monthly payments become past due. Each student agrees to pay costs of collecting the account including reasonable attorney fees and court costs. Each student further agrees that the venue for any action to collect the account will be in the Circuit Court of Howell County, Missouri.

Change in Terms:

Missouri State University-West Plains retains the right to change, modify, suspend, interpret or cancel in whole or in part any of its published or unpublished policies or practices without advance notice. Missouri State University-West Plains further retains the right to modify, amend or change this Agreement in subsequent semesters.

Length of Participation:

Once a student registers for classes, he/she also signs up to participate in the Deferred Payment Plan. He/she will be deemed to be a participant in the Deferred Payment Plan during his/her entire tenure at Missouri State University-West Plains unless removed from the Plan for non-payment of fees.

Other Terms: The Deferred Payment Plan applies to all semesters-fall, spring and summer.

Under the law you have the right to pay off in advance the full amount due. You are entitled to a copy of this agreement upon request.

Your Billing Rights:

Keep this notice for further use. For a copy, contact the Business Office. You may download this notice from the Web by going to <http://www.wp.missouristate.edu/Catalog> (Costs section). This notice contains important information about your rights and the University's responsibilities under the Fair Credit Billing Act. Notify the University in case of errors or questions about your bill. If you think your bill is wrong, or if you need more information about a transaction on your bill, write to the University at the address listed on your bill as soon as possible. We must hear from you no longer than 60 days after the first bill was sent on which the error or problem appeared. You can telephone the University, but doing so will not preserve your rights. In your letter, provide the following information: your name and account number; the dollar amount of the suspected error; describe the error and explain, if possible, why you believe there is an error. If you need more information, describe the item in question. You do not have to pay any questioned amount during the investigation process, but you still are obligated to pay the parts of your bill that are not in question. During the investigation, the University cannot report you as delinquent or take any action to collect the amount you question.

Additional Information:

For additional information, please contact the Business Office, Looney Hall, Room 204, 128 Garfield, West Plains, MO 65775, or call (417) 255-7262.

Financial Aid

A+ Program:

Students who will be utilizing A+ Program Funds must enroll at least full time (12 or more credit hours fall or spring; 6 or more credit hours for summer). Some scholarships may also require full-time enrollment. If you have questions, contact the Financial Aid Office at 417-255-7243.

For students taking Missouri State University-West Plains and Missouri State University-Springfield courses:

Students doing consortium agreements (taking classes from both institutions) must complete their paperwork no later than the end of the add/drop period. This is usually the first week of classes. Late paperwork will not be accepted.

I understand and agree that by signing this Registration Request Form and Deferred Payment Plan, I am agreeing to all terms as set forth herein.