



**4. MONTHLY PLAN AMOUNT:**

***This section must be completed, or the agreement will be returned.***

You may select Cost Estimator on our web site at <http://www.wiu.edu/billing> to calculate the cost, then subtract any financial aid awards, scholarships or loans and divide by the number of payments. If assistance is needed, contact us at 309-298-1831 or email [Billings@wiu.edu](mailto:Billings@wiu.edu).

Check one box below and enter the monthly payment amount for each applicable semester.

| Fall Dates (final payment Nov 5)           |                             | Spring Dates (final payment May 5)         |                             |
|--|-----------------------------|--|-----------------------------|
| Number of Payments                         | 1 <sup>st</sup> ACH Payment | Number of Payments                         | 1 <sup>st</sup> ACH Payment |
| _____ 6 if agreement is received by May 31 | June 5                      | _____ 6 if agreement is received by Nov 30 | Dec 5                       |
| _____ 5 if received June 1-June 30         | July 5                      | _____ 5 if received Dec 1-Dec 20           | Jan 5                       |
| _____ 4 if received July 1-July 31         | August 5                    | _____ 4 if received Dec 21-Jan 31          | Feb 5                       |
| _____ 3 if received Aug 1-Aug 31           | Sept 5                      | _____ 3 if received Feb 1-Feb 28           | March 5                     |
| Fall Monthly Payment Amount:               | \$ _____                    | Spring Monthly Payment Amount:             | \$ _____                    |

The payment amount listed above, plus a \$2 transaction fee, will be deducted the 5<sup>th</sup> of each month by ACH debit (the Federal Reserve's Automated Clearing House) from your account as authorized. If the payment date falls on a weekend or banking holiday observed by the Federal Reserve, the payment will be processed on the next business day. Although WIU specifies the date each payment will be initiated, it is the responsible party's financial institution that determines the time of day the payment is debited to the account.

**5. AGREEMENT:**

**We understand the plan amount may not cover the total balance due on the student's account, and we will be responsible for paying the difference based on any bills received from Western Illinois University.** We agree to comply with the terms set forth in this Agreement until the total plan amount is paid in full. By signing this agreement, we guarantee to be an authorized signatory on the account provided in Section 3. Changes to the original terms of this Agreement must be submitted in writing and approved by the Billing & Receivables Office before the 28<sup>th</sup> of the month preceding the change. While decreases may be requested throughout the term of the contract, increases will only be accepted through August 31 for Fall contracts and February 28 for Spring contracts. It is agreed that by signing this agreement that email may be used to execute changes. **Rejected ACH payments may deem this agreement null and void. A \$25.00 returned ACH service charge will be assessed to the student's WIU account for any rejected ACH payments.**

We understand the above ACH Monthly Deduction will be deducted the 5<sup>th</sup> of each month from our account as authorized. We have read and understand the conditions of the payment plan included in this form.

**Student's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Account owner signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (Required to authorize monthly payments)

Please submit the following:

- This completed agreement
- A voided check (if using a checking account for payment)

Mail to:  
 Billing and Receivables  
 Western Illinois University  
 1 University Circle SH103  
 Macomb IL 61455  
 Fax: 309.298.2032