

Installment Payment Plan Application

NAME _____
 Last First M.I.

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Student V Number

Please remit a payment in the amount from line 6 below and return the completed application to the Student Accounting Department within the first three weeks of the semester. The remaining three installment payments must be paid by the due dates specified online at www.enrollment.vcu.edu/accounting/payments.html. The Installment Payment Plan (IPP) is available in the Fall and Spring Semesters only. The student must elect to enroll in the payment plan each semester.

1. Add Charges for the Semester (All previous semester balances and/or any refunds issued during the current semester must first be paid in full in order to participate in the Installment Payment Plan)

Tuition \$ _____
 Fees _____
 Dorm Charges _____
 Meal Plan Charges _____
 Other Charges _____
 Total Charges \$ _____

2. Financial Aid, Scholarships & Third Party Awards (Tuition assistance, including 529 payments, will reduce the student's balance for the semester. These payments do not count as installment payments)

Total of Awards \$ _____

3. Balance Due (subtract line 2 from line 1) \$ _____

4. 1/4 of Balance Due \$ _____

5. Add IPP Fee (the IPP Fee is non-refundable) + \$25.00

6. Amount of first IPP Payment \$ _____

I agree to pay the installment payments by the payment due dates. I understand that a late payment penalty of 10% (not to exceed \$100) may be assessed if the installment payments are not received by the payment due dates. If charges are added to my account after my account has been enrolled on the IPP, I understand that the subsequent charges will not be added to the IPP and these charges must be paid in full in order for my account to remain current on the IPP. I agree to adhere to the rules and regulations as stated in the University Bulletin and in any other official University publications.

 Student's Signature

 Date

