

MAKE IT EASY ON YOURSELF

Sign up now for our Automatic Payment Plan!

Save yourself the time and bother of writing a check and finding a stamp to make your student account payment every month. LET THE BANK DO IT!

It will take approximately 30 days to set up your automatic payment, so if you have a payment due within 30 days, please make your first payment by check. Future payments will automatically be processed for you on the 15th of each month.

The process is as easy as A, B, C, D:

- A) Fill out the authorization agreement.
- B) If from your checking acct., attach a voided check.
- C) If from your savings acct., attach a deposit slip.
- D) Sign the authorization agreement and mail it to:

Student Financial Services
414 N Meridian St #6129
Newberg, OR 97132

AUTOMATIC PAYMENT PLAN

Frequently Asked Questions

- 1. What is the Automatic Payment Plan?**
The Automatic payment Plan is a convenient way to make your monthly payment. GFU receives your payment as authorized by you to directly charge your bank account for the amount of your payment each month.
- 2. How will I know when and how much will be deducted from my account?**
Only the amount you authorize on the form will be deducted from your account on the 15th of the month.
- 3. What if I find an error has been made after charges have been applied against my account?**
You should contact GFU immediately at 503.554.2290.
- 4. Will I get a receipt?**
Your monthly bank statement will show this payment and act as your receipt.
- 5. Will I receive a monthly statement from GFU?**
No. However, you will receive a report at the end of each semester showing your current status.
- 6. How can I be sure that there will not be any unauthorized charges against my bank?**
You are protected by federal regulations governing electronic transfers, which are subject to stringent safeguards.
- 7. How do I sign up?**
Follow the steps to the left and we will take care of the rest.
- 8. Are there any restrictions on the use of this service?**
Yes. You must have your account at a bank, savings and loan, or credit union that is a member of the Automated Clearing House (ACH) system. Most U.S. financial institutions are members.
- 9. Can I have my savings account charged or must it be a checking account?**
It can be either a checking or savings account.
- 10. How do I cancel the Automatic Payment Plan?**
You may cancel at any time by sending GFU written notice 30 days in advance.
- 11. What happens if I change banks?**
You must notify GFU of the new bank and the account number by sending a voided check for a checking account and a deposit slip for a savings account, indicating the new account number. Please allow 30 days for this change to become effective.
- 12. Will my bank charge me for this service?**
Most banks do not charge for this type of electronic payment. It would be best to speak to your bank representative to find out if there will be a cost.
- 13. When will this authorization end?**
Your authorization is good for one full school year with the last payment made April 15th, unless you request a change in writing prior to this date as explained in number 10. If your bank account information does not change for the following school year, then a simple phone call or e-mail to Student Financial Services can re-start the payments.