



## Graduate and School of Professional Studies Payment Plan Information Sheet

- ***What is a payment plan?***

Payment plans are designed to support students in the payment process. Student Account Specialists assist in determining the appropriate plan, payment amount and work with you throughout your program. With plans that require an initiation fee, the account balance is held interest and penalty free, as long as the student meets the guidelines of the plan.

- ***What type of plans do you have?***

We have five payment plans, Semester, Financial Aid, Installment, Vocational Rehabilitation/VA, and Employer/Third Party. In some cases, students will need to choose two or even three payment plans. In addition, if it is required by your employer or a third party, students can also request cost by course receipting or invoicing.

1. **Semester Plan**: Payment is made on a semester basis for the balance not covered by another plan. Payment is due prior to the start of the term. There is no enrollment fee for this plan. Late payment penalties are charged and the student may be prevented from attendance due to non-payment.
2. **Financial Aid Plan**: Payment is made through student loans and/or other scholarships or grants. There is no initiation fee for this plan but late payment penalties may be charged if the student does not complete the financial aid process prior to the start of the semester. The FAFSA (Free Application for Federal Student Aid) must be filed each spring for the coming academic year. Combining the Financial Aid Plan with other plans is an effective way to get started. Students borrowing funds for living expenses need to be aware that disbursement takes place at the end of the add/drop period and weekly thereafter. The student must be eligible for financial aid at the time of disbursement and subsequently, excess funds are automatically mailed to the student within 10 days of disbursement.
3. **Installment Plan**: Payment is made monthly and can extend over the length of the student's academic program. Initiation fees vary according to the plan length. (\$55 (2-6 months), \$105 (7-15 months) and \$205, (16+ months). In place of traditional bills, payment coupons will be mailed to the student. Payment must be received by the fifteenth of each month, after which a late fee of \$20 will be charged. Partial or missed payments not corrected by the following payment due date may result in additional fees and/or termination of the plan. Missed payments may also result in registration and confirmation holds placed and transcripts/diplomas held.
4. **Vocational Rehabilitation Plan**: This plan can be chosen alone or in conjunction with the Financial Aid Plan. An approved voucher is required. The student must initiate the voucher process with their Vocational Rehabilitation counselor. If you combine this plan with a Financial Aid Plan, anticipated excess funds from loans will be made available to the student once the voucher is approved and the add/drop period has ended. If, due to enrollment changes Vocational Rehabilitation payments are not received, the balance is immediately due and financial penalties and holds will apply.

5. **Employer / Third Party Plan:** This plan is for students who have an employer, business or other supporting entity that will pay George Fox University directly. If the third party pays less than 100% of the bill, the student will need to combine plans to assure that the bill is paid at the start of each semester. No enrollment fee or interest is charged unless coupled with a second plan that requires a fee. **Please be aware that to participate in this plan you must sign a FERPA (release of information) authorization for the third party.** If you combine this plan with a Financial Aid Plan, anticipated excess funds from loans are not available to the student until a credit is actually present on the account. Employer / third party payment policies or delays may result in delayed release of excess funds.

- **Reimbursement:** Students who have an employer or third party with a tuition “reimbursement” program will need to pay George Fox directly and then furnish the other party with an acceptable receipt for reimbursement. It works quite well to sign up for the Financial Aid Plan and take out a student loan the first semester which leaves the reimbursement from the employer available for subsequent tuition or to pay back the loan. Employer Reimbursement students will need to choose the Semester or Financial Aid Plan and follow the guidelines and if necessary, *request specialized invoices or receipts* as well.

- ***What are specialized invoices and receipts?***

This is a service we provide to students who have an employer or third party involved and that entity requires a course by course breakout of costs or a course specific receipt. Grades are not furnished and payment is required according to one of the five payment plans above.

- ***My situation doesn't seem to fit into any of these plans?***

Don't worry; most situations will fit somewhere, somehow. Please contact our office and we will assist you.

- ***How is the installment payment amount determined?***

Payment amounts are based on anticipated fees plus the anticipated credits required for your degree multiplied by the current rate of tuition. This amount is subsequently divided by the number of months prior to your graduation month and is rounded up to allow for the possibility of future tuition increases. Because these calculations are based on an estimate, we understand that flexibility is needed and adjustments can easily be made. If at any point it is determined that charges will not be covered, an adjustment or leveling payment will be needed. If your financial resources change, please call your payment specialist as soon as possible. We are familiar with the challenges families occasionally face and would like to help you explore your options. If the amount not covered is unresolved and alternative options are unavailable, a financial hold may be placed.

- ***I don't like surprises. Will there be any surprises?***

Payment plans are based on your intent and then are impacted by your actual registration. How closely you adhere to your plan will determine whether or not there are surprises. In addition, fines and student fees are less predictable and may not be anticipated when setting up the payment plan.

**SFS Representatives:**

Janet Herron ext. 2293

Sherri Moore Harrison ext. 2295

Joyce Staats ext. 2298

**Financial Aid Counselors:**

Heidi Thomason ext. 2232

Gayle Denham ext. 2296



To View Charges online, log into Bruindata

To view charges online, you must log into Bruindata using your student password and user ID.

**bruindata.georgefox.edu**

Next, choose the MyData tab and select View Charges.

For assistance logging into and accessing information through Bruindata, contact the IT Service Desk at ext. 2569, or via e-mail at [servicedesk@georgefox.edu](mailto:servicedesk@georgefox.edu).

Other Frequently Asked Questions

***If you have questions about ...***

***...charging books to your student account***, contact the bookstore, ext. 2540 (Newberg) or ext. 6125 (Portland) or student financial services.

***... health insurance policy coverage or waivers*** contact Health and Counseling Services, ext. 2340.

***... parking stickers or a parking fine*** please call Security Services, ext. 2090.

***... a library fine***, call MLRC, ext. 2425.

***... a key fine***, call Plant Services, ext. 2057.