



PAYNE THEOLOGICAL SEMINARY

Payment Plan Policy

All charges for the current semester are to be paid by the end of the first week of the term. In the event a student cannot pay his or her balance in full, a payment plan may be arranged with the Business Office.

Payment Plan Parameters –NEW Students

- Standard Plan – 3 equal payments per the schedule below
 - *Fall Semester*
 - 1st Payment 50% due upon enrollment
 - 2nd Payment 25% due by 9-30
 - 3rd Payment 25% due by 10-31
 - *Spring Semester*
 - 1st Payment 50% due upon enrollment
 - 2nd Payment 25% due by 2-28
 - 3rd Payment 25% due by 3-31

Payment Plan Parameters – Ongoing Students

- Standard Plan – 4 equal payments per the schedule below
 - *Fall Semester*
 - 1st Payment 25% due upon enrollment
 - 2nd Payment 25% due by 8-31
 - 3rd Payment 25% due by 9-30
 - Final Payment 25% due by 10-31
 - *Spring Semester*
 - 1st Payment 25% due upon enrollment
 - 2nd Payment 25% due by 1-31
 - 3rd Payment 25% due by 2-28
 - Final Payment 25% due by 3-31

Payment Plan Stipulations –

- Payment plans are available for the Fall and Spring semesters only
- Payment plans must be arranged with the Business Office prior to the first day of the semester and written confirmation must be in the student's file
- The Student's account balance must be paid in full before a student may register for the next semester
- The first payment must be received by the Business Office before the student's payment plan is finalized
- A student that defaults on a current payment plan may not be eligible for a future payment plan agreement
- Payment plans arranged after the beginning of the semester must be paid in full no later than 90 days from the beginning of the semester