

**The University of Toledo
Installment Payment Plan Agreement (IPP)
Spring 2010 term - (5 payments)**

**IPP Information Telephone: 419.530.5755
IPP Fax: 419.530.5751**

Rocket Number (Please print) NAME: Last First (_____) Daytime telephone

Permanent Address: Street City State Zip Code

IMPORTANT-PLEASE READ and follow directions carefully!

- Applicant must complete all sections and submit application with required payment each term. If the form is submitted incomplete, no processing will take place and the account is subject to monthly late fees.
- **Initial Payments - Please do not make any initial electronic payment until agreement is processed and account is assessed the plan fee** of \$50 on the student account via the [MyUT portal](#). Students can verify the plan has been processed by checking their student account. If the IPP fee is assessed for the term, the agreement has been received and processed. If the initial payment is by check, please send with the completed agreement form.
- This plan can not be used for prior terms. All prior term balances must be paid in full.
- The plan is available for current term balances of \$400 or greater.
- Enrollment in the plan is not automatic and a new agreement is needed each term a student wants to use the plan.
- Additional charges incurred after enrollment in the plan will not be added to the plan unless the eligible charges exceed \$400. For example, if a student incurs additional course related charges such as tuition, lab fees, etc., the additional charges will not be added to the plan unless they exceed \$400. These fees would be due in addition to the scheduled installment payment. Any fees not permitted are also due with the scheduled payment, such as wireless services, parking fines, etc.
- Financial aid cannot be used as a first payment. Any authorized financial aid has already reduced the account balance.
- Only "authorized" financial aid is used as a reduction and is reflected in the "Account balance net of Authorized Aid" of the plan. "Memo" aid refers to pending transactions where additional steps may be required before aid can "authorize" and be calculated into the Installment Payment Plan. "Memo" aid *will not* reduce an account balance or any installment payment. Students with state or federal financial aid as part of their "memo" aid can view what additional steps are required for disbursement through their [MyUT portal](#) accounts. Using the Portal's **My Toolkit** menu, students can go to the **My Financial Aid** section and choose the **Check Eligibility Status** link. Next, select the **Student Requirements** link and choose the appropriate aid year. Any outstanding requirements will be displayed. Only after all requirements have been satisfied can financial aid be used as a reduction in calculating the Installment Payment Plan. For additional questions please contact Rocket Solution Central at 419-530-8700.
- Financial aid is dependent on enrollment and other components such as academic progress. If financial aid is adjusted for any reason, the applicant's payments may be adjusted.
- If a student wants federal financial aid to pay for optional fees such as a parking permit, student health insurance, etc., a Federal Title IV authorization form must be completed first allowing the University to use the aid to cover these types of fees. If no authorization form is completed, optional type fees can not be paid by federal financial aid. This applies to all students not just those using the IPP. This form can be completed electronically at the [MyUT portal](#) under "MyAccount" within the Toolkit (left menu).
- The first payment and completed agreement should be mailed/submitted prior to the due date to avoid late payment fees. Submit completed applications and first payment to the Cashier's Office, Rocket Hall, Room 1790 or mail to:

**First payment and contract: The University of Toledo
Treasurer's Office/Cashiers MS331
2801 W. Bancroft St.**

**Subsequent Payments: The University of Toledo
PO Box 10004
Toledo, OH 43699-0004**

Students must complete the following:

- Use the [MyUT portal](#) at [myut.utoledo.edu](#), after logging in; select the "Student" tab
- Within the "My Toolkit" (left menu), under My Account section, select "view/pay your bill", then select the appropriate term
- On the "account detail for term" page, scroll to "Account Balance net of Authorized Financial Aid".

Student Initials

1. "Account Balance net of Authorized Financial Aid" \$ _____
2. Multiply "Account Balance net of Authorized Financial Aid" above by 20% \$ _____
3. Installment Payment Plan Fee (**non-refundable**) + 50.00
4. Add lines 1 & 2 together for first payment amount due (due dates below) \$ _____

Rights to The University of Toledo under default. If there is an event of default, The University of Toledo may be entitled to exercise one or more of the following remedies without notice or demand (except as required by law):

Accelerate Indebtedness. To declare the full principal balance plus late fees immediately due and payable by law.

Eligibility of payment plan. If I fail to comply with any of the provisions of this Agreement, participation in this plan may be suspended.

Collection Costs. The University of Toledo may send this Agreement to an outside collection agency/attorney if I am in default. I will pay The University of Toledo any related collection costs. I agree, upon The University of Toledo's request, to submit to the jurisdiction of the courts of Lucas County, State of Ohio.

General Provisions. All parties agree that The University of Toledo may renew or extend (repeatedly and for any extent of time) this Agreement.

Default. I will be in default if I fail to make any payment due under this agreement.

I understand and accept the terms and conditions of this Agreement. I have retained a copy of this signed Agreement for my records.

X _____ Date _____
Student Signature Parent/Legal Guardian signature and SSN# (if Student is under 18 years of age) Date

Easy calculation for the remaining payments:

- Use the MyUT portal at [myut.utoledo.edu](#), after logging in select the Student tab, under MyToolkit, click "View/pay bill"
- Select the appropriate term and click submit to view installment payment breakdown (scroll to the bottom of the page)

IPP PAYMENT SCHEDULE	(5 payments)	Spring 2010 Semester
		Payment 1: 12/31/2009 (20%+plan fee)
		Payment 2: 02/01/2010 (20%)
		Payment 3: 03/01/2010 (20%)
		Payment 4: 04/01/2010 (20%)
		Payment 5: 05/01/2010 (20%)