

Student Financial Services Offers *Tuition Made E-Z Payment Plan*

Tuition Made E-Z payment plan is a monthly tuition plan designed to make your tuition payments convenient and cost effective. Overall it is a 4 month payment plan per semester. Payments are automatically withdrawn from your checking or savings account on the 15th of each month. Now you can make your tuition payment to Case Western Reserve University without the hassle of writing a check or paying postage.

- **Fall semester:** June 15th through September 15th
- **Spring semester:** October 15th through January 15th

Tuition made E-Z offers an easy way to pay your tuition, keep your account current, and saves time and money every time you use it. Keeping your account current helps you avoid late fees, and electronic payments are never lost in the mail!

Tuition made E-Z works like this:

- Complete the authorization agreement by using our website: www.case.edu/studentaccounts
- Indicate the Payer's name. **NOTE:** Payer must be an authorized user to the student's SIS account.
- Indicate the Student's name and 7 digit ID number.
- Select the amount of the payment.
- Submit a copy of voided check for checking account or voided deposit slip for savings account.
- Return the completed authorization to Student Financial Services Office, 10900 Euclid Avenue, Yost Hall #145, Cleveland, OH 44106-7043, or fax 216-368-1929. **NOTE:** *Please do not email form.*

Tuition Made E-Z begins when the authorization process is complete. Your payment is electronically transferred on the 15th of each month. Your payment is itemized on your bank statement each month. There is a ten-day verification process before the first payment is approved for the automatic payment. Authorization forms should be in our office at least 10 days prior to the automatic withdrawal date.

Before you select ***Tuition Made E-Z payment plan***, you may need more information:

- ***Will you still receive billing statements?*** Yes. Your billing statement reflects the status of the student's account, and other information you may require on a monthly basis.
- ***What happens if you change banks?*** Simply call Student Financial Services Office to request a new authorization agreement form or visit our website for the on line authorization agreement form and submit to our office. As soon as the updated authorization is processed, your payment will continue without interruption.
- ***Can more money be taken from your account than you authorize?*** No. Electronic funds transfers are regulated by federal agencies. Your designated amount of the monthly transaction cannot be changed without your authorization.
- ***Can you change the designated account and amount of the monthly payment?*** Yes, simply send us a new authorization agreement form.
- ***What happens if you move?*** You are required to notify the Student Financial Services Office when you're mailing address changes. Your electronic payment is not interrupted, as long as your checking account information remains the same.

**Tuition Made E-Z Payment Plan
Authorization Agreement**

A) AUTHORIZATION

I authorize Case Western Reserve University to initiate monthly debit entries to my checking or savings account on the 15TH day of each month. I also authorize Case Western Reserve University to initiate credit entries or adjustments, if necessary.

This authorization remains in effect until Case Western Reserve University *receives written notification*, from me, of its termination in such time and manner to act on it. Written notification of termination must be sent to Case Western Reserve University, Student Financial Services Office, Yost Hall #145, 10900 Euclid Avenue, Cleveland, Ohio 44106-7043 or email studentaccounts@case.edu.

Date _____
Payer's Name (authorized user) _____
Authorized User's SIS login ID _____
Payer's Phone No. / Email _____
Payer's Signature _____
Student's Name _____
Student ID Number _____

B) BANK ACCOUNT INFORMATION

PLEASE ATTACH A VOIDED CHECK, OR CLEAR COPY OF A CANCELLED CHECK TO THIS AUTHORIZATION. *

BANK NAME _____ BRANCH _____
CITY _____ STATE _____ ZIP CODE _____
ROUTING NO. _____ ACCOUNT NO. _____

C) CONFIRMATION

Case Western Reserve University will provide a copy of the accepted agreement to the Payer.
Case Western Reserve University may cancel this agreement at any time.

D) PAYMENT DISBURSEMENT

Please debit my **checking** or **savings** account beginning: CIRCLE OR CLICK ONE

- Fall Semester: **June 15 through September 15**
Spring Semester: **October 15 through January 15**
Extended Payment Plan - Extension of original payment plan an extra 2 months)
Fee assessed at 2.7% on balance due.

\$ _____ Monthly Withdrawal

*** If you are re-applying for E-Z Pay a new voided check is not necessary unless you are changing your banking information.**