

**PLEASE DO NOT EMAIL THIS FORM**  
**Student Financial Services Offers *Tuition Made E-Z Payment Plan***

***Tuition Made E-Z Payment Plan*** is a monthly pre-payment or installment plan towards your educational expenses. It is a monthly budgeting tool and not required. It is a 4-month or 3-month payment plan per semester. Payments are automatically withdrawn from a checking or savings account on the 15<sup>th</sup> of each month. The withdrawals will occur:

- **Fall semester:** June through September (4-month) or July through September (3-month)
- **Spring semester:** October through January (4-month) or November through January (3-month)

***Tuition Made E-Z Extended Payment Plan*** is a 2-month payment plan that starts after the semester's stated due date. There is an enrollment fee of 2.7% of the balance to be extended and added to the payment plan. Payments are automatically withdrawn from a checking or savings account on the 15<sup>th</sup> of each month. The withdrawals will occur:

- **Fall semester:** October and November
- **Spring semester:** February and March

To enroll in the ***Tuition made E-Z:***

- Complete the authorization agreement by using our website:  
[www.case.edu/studentaccounts](http://www.case.edu/studentaccounts)
- Return the completed authorization to Student Financial Services Office, 10900 Euclid Avenue, Yost Hall #145, Cleveland, OH 44106-7043, or fax 216-368-1929.

To enroll in the Spring semester plan(s), accounts must not have an outstanding prior balance. ***Tuition Made E-Z Payment Plans*** begins when the authorization process is complete. A copy of the agreement will be provided to the payer. The payment is electronically transferred on the 15<sup>th</sup> of each month. Should the 15<sup>th</sup> fall on a non-working business day, the withdrawal will occur on the next business day. The payment is itemized on the bank statement each month. There is a 10-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.

Frequently Asked Questions:

- ***Do I need to enroll in the payment plan?*** Tuition and other charges are due in full by the semester's stated due date. The payment plan is a budgeting tool for students and their families. If you require an extension of the due date, we suggest you explore the Extended Payment Plan.
- ***Can I enroll in only the Extended Payment Plan?*** Yes. There is an enrollment fee, calculated as 2.7% of the amount being extended.
- ***Will I 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 payment is made after the due date?*** Accounts enrolled in the payment plan will not be assessed late fees or other penalties as long as the scheduled payment is not interrupted.
- ***What happens if I change any banking information?*** 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 my account than I authorize?*** No. Electronic funds transfers are regulated by federal agencies. Your designated amount of the monthly transaction cannot be changed without your authorization. If you owe less than the monthly scheduled amount we will only withdraw the amount owed.
- ***What happens if my payment is returned due to insufficient funds?*** Your account may be charged a returned payment fee of up to \$50.00 per occurrence. Also if you have multiple returned payments, you may be cancelled from the plan.
- ***What happens if I move?*** Please notify Student Financial Services Office when your mailing address changes. Your electronic payment is not interrupted, as long as your checking account information remains the same.

**A) AUTHORIZATION**

I authorize Case Western Reserve University to initiate monthly debit entries to my checking or savings account on the 15<sup>TH</sup> day of each month. I also authorize Case Western Reserve University (the “university”) to initiate credit entries or adjustments, if necessary. I understand that if my payment is returned for insufficient funds, I may be charged a returned payment fee of up to \$50 per occurrence and the university has the right to cancel my enrollment in the plan.

This authorization remains in effect until the 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](mailto:studentaccounts@case.edu).

Date \_\_\_\_\_ Student 7-digit ID Number \_\_\_\_\_ Student’s Name \_\_\_\_\_  
 Payer’s Name (authorized user)\* \_\_\_\_\_  
 Authorized User's SIS login ID \_\_\_\_\_  
 Payer’s Phone No. \_\_\_\_\_ Payer’s Email \_\_\_\_\_  
 Payer’s Signature \_\_\_\_\_

\* Payer must be an SIS Authorized User.

**B) BANK ACCOUNT INFORMATION**

**New enrollee or changes to banking information, please attach a voided check or clear copy of a cancelled check to this authorization.**

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**C) PAYMENT DISBURSEMENT**

Please debit my *checking* or *savings* account beginning (Check all that apply):

	Total Amount Requested (a)	Enrollment Fee* (b)	Total Amount Authorized (c)	# of Months (d)	Monthly Withdrawal Amount (e)
<input type="checkbox"/> Fall Semester: Jun 15 through Sept 15	_____	\$0	_____	_____	_____
<input type="checkbox"/> Fall <i>Extended</i> Plan: Oct 15 & Nov 15	_____	_____	_____	_____	_____
<input type="checkbox"/> Spring Semester: Oct 15 through Jan 15	_____	\$0	_____	_____	_____
<input type="checkbox"/> Spring <i>Extended</i> Plan: Feb 15 & Mar 15	_____	_____	_____	_____	_____

\* Enrollment fee is equal to 2.7% of the total amount requested, column (a) and will be included in the monthly withdrawal amount.