

**STEPHEN F. AUSTIN STATE UNIVERSITY
INSTALLMENT CONTRACT**

Name _____ CID# _____

I request that I be allowed to pay my tuition and fees for all fall and spring semesters in which I am enrolled at Stephen F. Austin State University (SFASU) in accordance with the following terms and conditions:

TERMS

One-half (1/2) of tuition, course-related fees and room and board, if applicable, plus the installment fee as stated in the *General Bulletin* and Schedule of Courses must be paid at the time of registration, one-fourth (1/4) before the sixth week of classes and one-fourth before the eleventh week of classes. Installment billing in accordance with these terms shall automatically cease when a bill for a given semester is paid in full. The installment fee is applicable if full payment is **not** made by the first due date.

CONDITIONS

1. Payment must be received by the University on or before the due date on the billing statement as described in the terms above. It is the student's responsibility to make all payments by the appropriate dates without regard to the University's billing procedures.
2. Payment must be made by cash, personal check, cashier's check, money order, or credit card acceptable to the University.
3. **PAYMENTS NOT MADE BY THE DUE DATE WILL BE ASSESSED LATE FEES.**
4. All financial aid and scholarships will be applied to the balance owed to the University. If the financial aid is greater than the amount owed, the University will issue a refund to the student.
5. If enrollment is terminated for any reason, the unpaid balance is due and payable immediately.
6. The student may be dropped from classes if a payment of an installment is returned unpaid. The unpaid balance, plus fees if applicable, are due immediately.
7. Any unpaid balance may be turned over for collection to a collection agent. The fee charged by the collection agent plus applicable collection costs, including legal fees, will be added to the student's account.
8. The University's failure to enforce all terms and conditions stated herein shall not constitute a waiver of the underlying obligations agreed to by the student.
9. **A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for additional classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.**

IT IS HEREBY AGREED THAT:

I acknowledge and accept responsibility for all debts plus any late fines and/or collection costs owed to Stephen F. Austin State University under the terms and conditions stated herein.

- I will notify the Registrar's Office of any change in my mailing address.
- I may not receive a grade for any work performed during the semester unless all payments are made by the end of the semester.
- I will not be allowed to register for any succeeding academic period unless all debts to the University have been paid.
- I will not be allowed to receive an official transcript of any work completed at SFASU until all debts to the University have been paid.

My signature below is evidence that I have read, understood and agreed to the terms and conditions stated herein.

Accepted – Student Signature

Date