



PACIFIC LUTHERAN UNIVERSITY

OFFICE OF STUDENT FINANCIAL SERVICES

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www.plu.edu/student-financial-
services

PARENT/LEGAL GUARDIAN PAYMENT CONTRACT

If the student is under the age of 18 when reading and agreeing to the Terms and Conditions of the Student Financial Agreement, one of the student's parents or legal guardian must also sign a "Financial Agreement". By signing this contract, you agree to the following Terms and Conditions:

PAYMENT OF FEES/PROMISE TO PAY

I understand that when my student registers for any class at Pacific Lutheran University (PLU) or receives any service from PLU I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my student's registration and/or receipt of services. I further understand and agree that my student's registration and my acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which PLU is providing my student educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the due date listed below.

I have reviewed and consent to the Cost of Attendance Information at [2018-2019 Cost of Attendance](#) and understand these costs are incorporated herein by reference.

I understand and agree that if my student drops or withdraws from some or all of the classes for which they register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at [Refund of University Charges](#). I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my students' failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, PLU will place a financial hold on my student's account, preventing them from registering for future classes, requesting transcripts, or receiving a diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, PLU will assess late payment and/or finance charges at the rate of 1.5% or a minimum of \$2.00 per month on the past due portion of my student's account until the past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student's account or any monies due and owing PLU by the scheduled due date, and fail to make acceptable payment arrangements to bring my student's account current, PLU may refer their delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 40% percent of their delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of the delinquent account. Finally, I understand that their delinquent account may be reported to one or more of the national credit bureaus.

PAYMENT OPTIONS

Payments are due by the following dates for the applicable term.

- Summer Session – 1st day Summer classes begin in June
- Fall Semester – August 25th
- J-Term – December 25th
- Spring Semester – January 25th

It is my responsibility to make sure that my student’s financial aid (if applicable) is applied to their student account by the 1st day of each semester they attend or their account will be placed on a Financial Hold which will limit certain university privileges as described in the Terms and Conditions above.

Your student has already chosen one of three Payment Options listed below. If you want to override the student’s choice, you are required to contact the Office of Student Financial Services in writing. Send a letter stating the change along with a copy of the PARENT/LEGAL GUARDIAN PAYMENT CONTRACT to the Office of the Student Financial Services.

PAYMENT IN FULL

- I will pay the owing balance in full by the due dates as described, minus any grants, scholarships, loans, and/or other resources I accept on my Offer of Financial Aid.

FINANCIAL AID COVERS ALL MY COSTS

- My financial aid pays my account in full or exceeds my costs.

TUITION MANAGEMENT SYSTEMS, MONTHLY PAYMENT PLAN (TMS)

- I understand that this option can only be used for Fall, J-Term and Spring. This option is not available for Summer Sessions.
- I am required to initiate, set up this monthly payment plan and make payments directly with TMS at either 1-888-713-7234 or online at www.afford.com before classes begin during each academic semester/term I attend.
- If I incur any other charges that I have not contracted with TMS, those charges become due and payable immediately and are subject to a 1.5% monthly interest charge with a minimum of \$2.00.
- If I miss a monthly payment to TMS, PLU reserves the right to cancel my TMS Monthly Payment Plan and my account then becomes due and payable immediately.

This agreement shall be construed and governed by the laws of the State of Washington.

I am the parent or legal guardian of: _____ Student PLU ID #: _____

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Please sign and return this document as an email attachment to sfs@plu.edu, fax to 253-535-8406, send via U.S. Mail or return in person to the Office of Student Financial Services. If not signed and returned your student will not be allowed to register for classes. Please keep a copy of this document for your records.