

SPARTAN PAYMENT OPTIONS

Student's Name _____

Budgeted Annual Amount \$ _____

Student ID # _____

Calculated Monthly Payment \$ _____

Payer Name _____

Please check included items:

\$95.00 Parking Sticker

Payer Phone Number _____

\$950.00 Books (\$475.00 per semester)

Other \$ _____

Payer Email Address: _____

I understand by choosing to participate in the Spartan Payment Plan that my entire annual amount due to the University of Dubuque will be divided into 10 payments. The first payment is due July 10 (or next business day). I understand this payment plan is set up for the current school year, and will be cancelled after the last payment in April. If I want to set up a payment plan for the upcoming year, I understand it is my responsibility to contact Student Accounts to do so. I also understand any delinquent or returned payments disqualify me from participation in the payment plan, and any balance owed to the University is immediately due and payable. If past due, my monthly payment amount may be subject to a \$20 late charge. **I understand if the payment plan form is not signed and returned to the Student Accounts Office, this payment plan is nonexistent.**

OPTION #1 DIRECT DEBIT OPTION

I want my payments automatically withdrawn from my checking account. I have enclosed a separate, voided check for the account from which payments will be withdrawn. I authorize the University of Dubuque to charge my checking account monthly (ACH) on the 10th of each month (or next business day) for my calculated amount **plus any additional charges**. The ACH payment amount cannot be changed or cancelled after the 5th of the month. Payments will be payable to the University of Dubuque. Non-sufficient (NSF) payments will incur a \$50 NSF fee.

Authorization Signature

Date

OPTION #2 CREDIT CARD OPTION

Name on Card _____

Card Number _____

Expiration Date _____

V-Code _____ (last three numbers on back of card)

Street Address and Zip Code _____

I authorize my credit card to be charged on the 10th of each month (or next business day) for my calculated amount **plus any additional charges**. (We do not accept American Express)

Authorization Signature

Date

OPTION #3 MAIL A CHECK/CALL WITH A CREDIT CARD/PAY ONLINE WITH A CARD

I understand I need to send a check to the University of Dubuque by the 10th of each month (or next business day) for my calculated amount **plus any additional charges**. If my check is not received by the 10th of the month, I understand the monthly payment may be subject to a \$20 late charge. **Please know the University is not able to accept check payments over the phone.** Online Link: https://www.dbq.edu/ecommerce/tuition_fees.cfm

Authorization Signature

Date

Please return white copy to the following: University of Dubuque
Attn: Student Accounts Office
2000 University Avenue
Dubuque, IA 52001