

ALL STUDENTS ARE REQUIRED TO FILL OUT THIS INFORMATION.

Traditional Undergraduate Student Financial Arrangement

* This arrangement is effective for one academic year.

Payment of Fees: Semester fees must be paid using one of the following options. All students are required to have a signed financial arrangement on file in the B.E.A.R. Center. Registrations may be cancelled at any time for non-payment of fees. Late registrants must provide an acceptable payment arrangement before registering.

Payment Options:

Plan 1 – Cash

Pay for each semester in full by the following dates:

Semester One (Fall) – August 15

Semester Two (Spring) – January 15

If you receive any financial aid it will appear on your account and you would owe the remaining balance by the above dates. A finance charge of 1% is added to outstanding balances at the beginning of each month. If you have a Concordia University ID you can make credit card or bank transfer payments 24/7 by going to <http://concordia.csp.edu/BEARCENTER/> and clicking on 'Make on-line payments' on the bottom left of the screen.

Plan 2 – Payment Plan

A budgeted nine-month payment plan is available through Sallie Mae. The payments start in August. A one time fee is paid with your first payment and no interest is paid for the year. Sallie Mae will automatically withdraw money from your checking or savings account and the money would be applied to your student account within 15-30 business days.

To enroll in this plan, a link is available for students who have a Concordia University ID. Go to <http://concordia.csp.edu/BEARCENTER> and click on 'Sign up for a payment plan' heading on the bottom left of the screen. Then click on 'Traditional Students' to enter the site.

I understand that:

* If no payment option is selected, option #1 is assumed chosen.

* An interest charge of 1% per month is added to outstanding balances for both enrolled and non-enrolled students.

***Registrations may be cancelled for registrants who fail to comply with the payment option they select.**

*I understand if I leave Concordia University, I am responsible for payment of all costs assessed for the collection of my account through a collection agency. This includes interest charges, collection fees, and attorney's fees.

*Only those students with bills paid in full will have access to grades and receive transcripts, and diplomas.

*Financial aid is not considered part of the payment until the award is granted and the aid transmitted onto the bill.

This takes place when the student has completed all the necessary paperwork for receiving financial aid.

***My student account must be paid-in-full before I may register for subsequent semesters.**

Date: _____ **Student ID:** L _____

Student Signature: _____

Print Student Name: _____

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Concordia University CSP Connect

The Concordia University CSP Connect will serve as my primary source of information including my student account balance, grades, transcript information and 1098T information. I will use the CSP Connect for 1098T information in place of receiving a statement through the US mail. _____ **INITIAL HERE**

Web Account Access/Official Communication

My account information at CSP is available through CSP Connect at <http://connect.csp.edu/> I will receive a user ID and pin number during New Student Orientation, which will give me 24/7 access to my account. I agree to check my account regularly online and take whatever action necessary. _____ **INITIAL HERE**

The B.E.A.R. Center uses the Concordia e-mail system for its official correspondence with each student. If I choose to use an e-mail address other than my CSP e-mail address, I will forward the mail from my CSP address to the one I have chosen so that all correspondence reaches me. (Forms are available at the help desk) _____ **INITIAL HERE**

Federal Title IV Funds Authorization Form

Federal regulations require Concordia University, St. Paul to have a signed authorization form from all students receiving Title IV federal funds in order to use these funds to pay off charges other than tuition, fees, room and board. (such as books, supplies, library fines, parking fines, laptop fines, student violations, exam fees and emergency loans). Title IV financial aid includes: Federal Stafford Loans (Subsidized & Unsubsidized), Federal PLUS Loans, Federal Perkins Loans, Federal SEOG Grants, Federal Pell Grants, Federal College Work-Study, and Federal ACG/SMART Grants.

If you are eligible to receive Title IV federal financial aid in excess of tuition, fees, room and board, and you wish to use these funds to pay off other charges to your student account, you must authorize Concordia University, St. Paul to pay these charges. You may withdraw this authorization at any time prior to incurring such charges. This authorization is valid for funds in excess of tuition and other fees based on your financial aid eligibility and enrollment status.

PLEASE INDICATE YOUR CHOICE BELOW.

- I authorize Concordia University, St. Paul to use my Title IV Funds to pay off other charges on my student account.**
- I do not authorize Concordia University, St. Paul to use my Title IV Funds to pay off other charges on my student account.**

If authorization is not given, you will be responsible for payment of these charges.

CREDIT BALANCES

When a credit balance occurs on your student account a refund will be sent to you within 14 days. You may request Concordia to hold any credit balance on your account longer than 14 days.

- I would like Concordia to hold my credit balance for future charges I may incur.**

SIGNATURES

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____
(For students receiving a PLUS loan)

Parent/Guardian References*

Name: _____ **(H) Ph. Num.:** _____ **(W) Ph. Num.:** _____

Name: _____ **(H) Ph. Num.:** _____ **(W) Ph. Num.:** _____

* The information on this form may be used as an aid in collection procedures on your Concordia University student account. Should we be unable to locate you, a parent or guardian may be contacted for your current address.