



PACIFIC LUTHERAN UNIVERSITY

**STUDENT SERVICES**

12180 PARK AVENUE SOUTH  
TACOMA, WA 98447

P 253.535.7161  
F 253.538.2545

ssvc@plu.edu  
www.plu.edu

**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 Payment Contract, one of the student’s parents or legal guardian must also sign a “Payment Contract.” By signing this contract, you agree to the following Terms and Conditions:

- You agree to pay the University’s tuition and fees as they are set forth in the Undergraduate and Graduate Catalog for the applicable year, and to be bound by the payment terms set forth in the Catalog.
- You agree that tuition and fees for the semester are due and payable in full at the time of registration, unless you have arranged an alternate payment plan that has been approved by the University.
- **You agree to pay all other charges your student incurs while attending the University.** These charges include, but are not limited to, overload charges, lab fees, music lessons and other costs. The University may condition some services, such as housing, food services and books, on a separate agreement with you.
- You understand that **if you fail to pay University bills when they are due, then, in addition to the University’s other legal remedies, your student may be denied admittance to classes and the use of University facilities, and the University will not be obligated to provide you or your student with grade reports, transcripts, diplomas, registration or statements of honorable dismissal.**
- Accounts 60 days delinquent may be turned over to a third-party collection agency, and collection costs, including but not limited to attorney fees, interest, court costs and other fees incurred with collecting this debt, may be added to the account.
- I have read and understand the Payment Options described on the next page. I understand that if I want to override my student's payment choice I am required to contact the Student Services Center in writing along with a copy of this PARENT/LEGAL GUARDIAN PAYMENT CONTRACT.
- This agreement shall be construed and governed by the laws of the State of Washington.

I am the parent or legal guardian of \_\_\_\_\_  
**Print Name of Student**

Student PLU Identification Number: \_\_\_\_\_ - \_\_\_\_\_. I agree to the Terms and Conditions listed above.

\_\_\_\_\_  
**Printed Name of Parent/Legal Guardian**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Today’s Date**

Please sign and return this document as an email attachment to [ssvc@plu.edu](mailto:ssvc@plu.edu), faxed to 253-538-2545, send US Mail, or return in person to the Student Services Center. If not signed and returned your student will not be allowed to register for classes.

**Pacific Lutheran University  
Student Services Center  
Tacoma, WA 98447  
(Keep a copy for your records)**

**Please continue with information regarding the three Payment Options offered by Pacific Lutheran University for each academic year.**

### **PAYMENT OPTIONS**

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 Student Services Center in writing. Send a letter stating the change along with a copy of the PARENT/LEGAL GUARDIAN PAYMENT CONTRACT to the Student Services Center.

#### **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.
  1. August 25, 2015 for Fall 2015 Semester
  2. December 25, 2016 for J-Term 2016
  3. January 25, 2016 for Spring 2016 Semester
- It is my responsibility to make sure that financial aid (if applicable) is applied to my student's account by the 10<sup>th</sup> day of each semester attended or I will be placed on a Financial Hold which will limit certain university privileges as described in the Terms and Conditions above.
- Past due balances are subject to a 1.5% monthly interest charge with a minimum of \$2.00.

#### **FINANCIAL AID COVERS ALL MY COSTS**

- Financial aid pays my account in full or exceeds my costs.
- It is my responsibility to make sure that financial aid (if applicable) is applied to my student's account by the 10<sup>th</sup> day of each semester attended or I will be placed on a Financial Hold which will limit certain university privileges as described in the Terms and Conditions above.
- Past due balances are subject to a 1.5% monthly interest charge with a minimum of \$2.00.

#### **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 and set up this monthly payment plan directly with TMS at either 1-888-713-7234 or online at [www.afford.com/plu](http://www.afford.com/plu) before classes begin during each academic semester/term I attend.
- It is my responsibility to make sure that financial aid (if applicable) is applied to my student's account by the 10<sup>th</sup> day of each semester attended or I will be placed on a Financial Hold which will limit certain university privileges as described in the Terms and Conditions above.
- I will make my payments directly to TMS.
- If my student incurs any other charges that were 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.

#### **SUMMER SESSIONS INFORMATION**

- If my student enrolls in Summer, I understand that payment is due on the first day Summer class begins.
- My student cannot use the Monthly Payment Option (TMS) for Summer Sessions.
- Past due balances are subject to a 1.5% monthly interest charge with a minimum of \$2.00.