

# Millersville University Installment Payment Plan

## MIPP Application

Semester applying for:

\_\_\_\_\_ Fall and Spring, 2009-2010

\_\_\_\_\_ Fall only, 2009

\_\_\_\_\_ Spring only, 2010

Mr. Mrs. Miss Ms. (Circle One)

\_\_\_\_\_  
Student name (last /first /m.i.)

\_\_\_\_\_  
Student number (M#)

\_\_\_\_\_  
Local street address

\_\_\_\_\_  
Local city, state, zip

\_\_\_\_\_  
Local phone

\_\_\_\_\_  
Permanent street address

\_\_\_\_\_  
Permanent city, state, zip

\_\_\_\_\_  
Permanent phone

\_\_\_\_\_  
E-mail address

I understand that acceptance into the plan does not imply admission to Millersville, I further understand and agree to abide by all of the provisions of the MILLERSVILLE UNIVERSITY INSTALLMENT PAYMENT PLAN (MIPP).

\_\_\_\_\_  
Student or parent signature Date

Return MIPP worksheet with initial installment (checks made payable to Millersville University) to:

MIPP

Millersville University

P.O. Box 1002

Millersville, PA 17551-0302

Please indicate MU ID # (M#) on the check.

## Terms and Conditions

**1. BILLS:** Each semester you will receive an electronic bill. Please pay any balance due on the bill by the due date. If no balance is due or if you have a credit balance, continue to make regular scheduled payments.

**2. PAYMENTS:** The total annual contract amount will be divided into twelve (12) equal installments due on the **first of each month**, beginning in May. The first installment must accompany the application and fee. If submitting an application between May 2 and May 31, two installments must accompany the application and fee. The first three installments and fee will be due for applications submitted between June 2nd and June 30th. For single semester options the contract is divided into six (6) equal monthly payments.

**3. REFUNDS:** Installment payment refunds will be handled according to the current university refund policy. MIPP application and delayed payment fees are non-refundable.

**4. FAILURE TO PAY:** In the event that a participant is delayed in paying an installment beyond the 1st of the month, **a delayed payment fee of \$10 will be charged to the student account.** If a participant misses more than one monthly payment, he/she may be dropped from the plan, and the regular University payment policy will apply. A handling fee of \$35 will be imposed for any check that is returned by the bank.

**5. PREVIOUS BALANCES: ALL PREVIOUS BALANCES MUST BE PAID IN FULL PRIOR TO SUBMITTING YOUR CURRENT APPLICATION.**

**6. CONTRACT CHANGES:** One adjustment may be requested per contract if financial aid or other circumstances result in an annual budget change of more than \$1,000. Reduced budgets will result in smaller monthly payments (not fewer payments). Increased budgets will result in larger monthly payments plus a catch-up payment for past installments. Financial aid may not be used in place of regularly scheduled monthly payments. If semester charges differ, sign up for fall only now, and contact us in October regarding spring.

**7. FALL ONLY CONTRACTS:** If you wish to extend your contract into the spring semester, you must submit a note, along with the required payment amount **BEFORE** your contract can be extended. Please contact our office to discuss required payment amount.

Millersville University is an Equal Opportunity/Affirmative Action institution.  
A member of the Pennsylvania State System of Higher Education.



2009-2010

## Millersville Installment Payment Plan



MIPP

Millersville University  
SEIZE THE OPPORTUNITY

2009-2010

# MILLERSVILLE UNIVERSITY INSTALLMENT PAYMENT PLAN

## MIPP

Millersville University offers an optional installment payment plan to help students and parents meet educational costs for the fall and spring semester.

### Monthly Payments

The **Millersville University Installment Payment Plan (MIPP)** enables participants to make regularly scheduled monthly payments. In addition, MIPP allows participants to determine how much tuition, fees, room and meal expenses they want to pay in installments. This feature affords our participants the ability to budget in a way that fits their personal situation. MIPP allows for all or a portion of university costs to be paid in twelve (12) monthly payments **without** interest.

### How to Enroll

**Application:** Enrollment is accomplished by **completing the worksheet and forwarding it along with your first installment payment and non-refundable application fee of \$50.00 by May 1st.** Later applications are accepted (see Terms and Conditions, #2 Payments). Upon approval of your application, the MIPP coordinator will furnish you with a payment coupon booklet. If your application is not approved, the application fee will be returned. Installments are due in the office the **first day of each month.**

**Worksheet:** The calculation worksheet is attached to assist in determining the amount of University billed costs you may want to pay in monthly installments. **If financial aid credits are not known at this time, you may estimate by using last year's figures. To ensure that your bill is covered you may choose to set up your budget without using aid. College Work Study may not be used as credit.**

**Budget:** Tuition, room and meals, and mandatory university fees can be included in your MIPP budgeted contract. **ROOM FEES FOR SHENKS AND REIGHARD HALLS MAY NOT BE INCLUDED IN THE MIPP BUDGET.** All fees listed on the worksheet are estimates. Insurance, books, supplies, Marauder Gold deposits and other personal expenses **cannot** be included. The plan is not available for winter or summer sessions. **Minimum annual budget is \$1,000.**

**Admission Deposit:** Admission deposits must be made to the Admissions office. Application to the installment plan does not fulfill deposit requirements.

**Advance Housing Deposit:** All students living in university housing are required to make an advance housing deposit to reserve a room. **This deposit is not covered by MIPP and should not be included in your MIPP calculations.**

**Lump Sum Payments:** Please do not send in lump sum payments with the worksheet/initial payment. Lump sum payments may be made when you receive your electronic tuition billing statement.

**Meal Plans:** If you live off campus, and you would like to add a meal plan, fill in the cost of the meal plan on line 4 of the worksheet. Line 3 for off campus students should be left blank. Dorm students requesting the 14-meal plan should subtract \$146.00 from line 3, and should leave line 4 blank.

**YOU MAY ONLY PURCHASE ONE MEAL PLAN**

### IMPORTANT DATES

**Enrollment deadline:**

**Annual option: May 1**

**Fall-only option: May 1**

**\*Spring-only option: November 1**

**After deadline contact MIPP coordinator**

**QUESTIONS AND ASSISTANCE:**

**(717) 872-3021**

**Fax (717) 871-2256**

**www.millersville.edu/~bursar**

\* Will begin accepting Spring Applications October 1st.

## 2009-2010 Worksheet

Student name (last/ first/ m.i.)

Student number (M#)

### Estimated Annual Full-Time Costs

(Rates Subject to Change)

- \$ \_\_\_\_\_ 1. Tuition and Technology Fee  
(Pa. U.G. \$5,753 non-Pa. U.G. \$14,203)
- \$ 1,389.00 2. Mandatory University Fees
- \$ \_\_\_\_\_ 3. Room and 19 Meals (\$7,766)  
(Dorm Students Only)  
(Do not include Shenks or Reighard)
- \$ \_\_\_\_\_ 4. Meal only plans 19 meals/wk (\$3,158)  
(Off Campus Students Only) 14 meals/wk (\$3,012)  
10 meals/wk (\$2,518)  
5 meals/wk (\$1,626)  
Captains Plan (3,600)  
Block meal (\$1,710)  
Flexible Dollars only (\$400)
- \$ \_\_\_\_\_ 5. **TOTAL ANNUAL COST** (add 1 thru 4)  
(divide by 2 for single semester option)

(Note: Part-time and graduate students should contact MIPP coordinator for fees.)

### Annual Credits

- \$ \_\_\_\_\_ 6. TAP/Scholarships / Lump Sums
- \$ \_\_\_\_\_ 7. Grants (PELL, PHEAA, SEOG, SICO, etc.)
- \$ \_\_\_\_\_ 8. Loans (Perkins, Stafford, etc.)
- \$ \_\_\_\_\_ 9. **TOTAL ANNUAL CREDITS** (add 6 thru 8)  
(divide by 2 for single semester option)

### Your MIPP Budget

- \$ \_\_\_\_\_ 10. Total Installment Contract Amount  
(Line 5 minus line 9)
- \$ \_\_\_\_\_ 11. Monthly Installment Payment Amount  
(divide contract amount by 12 for full-year option, or by 6 for single-semester option.)

**Note: Please round line 11 to nearest dollar.**

### MIPP Initial Payment

- \$ 50.00 12. MIPP Application Fee (non-refundable)
- \$ \_\_\_\_\_ 13. First Installment (from line 11)
- \$ \_\_\_\_\_ 14. Second Installment (if applying after May 1)
- \$ \_\_\_\_\_ 15. Third Installment (if applying after June 1 and before July 1)
- \$ \_\_\_\_\_ 16. Additional Payment/Late Fee  
(if joining after deadline)
- \$ \_\_\_\_\_ 17. **TOTAL PAYMENT** (add 12 thru 16)

\_\_\_\_\_ Check payable to *Millersville University*  
Please indicate MU ID# (M#) on the check

\*Initial payments check only. Later payments may be made on-line with credit card (AmExp, Disc, MC) or electronic check.

Please detach along dotted line