



2017- 2018 Payment Plan Agreement Frequently Asked Questions (FAQ)

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How do I enroll in the Tuition Payment Plan?

1. Access the Payment Plan Agreement form at www.northwood.edu/payopt
2. Review the terms and conditions
3. Select Payment Start Date and complete the online Payment Plan Agreement Form
4. Receive enrollment confirmation email to your Northwood email address within 2 business days

How many payments will I make in the payment plan?

The number of payments in your payment plan is determined by the Payment Start Date you selected when submitting the Payment Plan Agreement Form.

| Payment Start Date (First Payment Due) | Number of Payments | Agreements Must Be Received By |
|---|-----------------------------|--------------------------------|
| May 15, 2017 | 12 (6 in Fall, 6 in Spring) | May 10, 2017 |
| June 15, 2017 | 11 (5 in Fall, 6 in Spring) | June 10, 2017 |
| July 15, 2017 | 10 (5 in Fall, 5 in Spring) | July 10, 2017 |
| August 14, 2017 | 9 (4 in Fall, 5 in Spring) | August 10, 2017 |
| New Spring Students | | |
| November 15, 2017 | 6 (6 in Spring) | November 10, 2017 |
| December 15, 2017 | 5 (5 in Spring) | December 10, 2017 |

Who can apply?

Any US citizen. International students must submit payment for the semester prior to the semester starting.

What if my Financial Aid changes?

If your Financial Aid changes your payment plan balance will be reduced or increased accordingly and you will be notified through your Northwood email of the plan adjustment.

What if I want to pay more than my monthly payment amount?

If you would like to pay more than your monthly payment for your payment plan, select the current payment and the next due payment. Adjust the next due payment to the additional amount you wish to pay.

How much will my payment plan be? What will my monthly payment amount be?

Northwood University calculates the payment plan balance based on the remaining semester balance after anticipated financial aid has been applied. The number of monthly payments will be determined based on the Payment Start Date you selected when submitting the Payment Plan Agreement form. Northwood University has the right to adjust the payment plan should there be changes to your account balance due to changes with registration, financial aid eligibility, etc.

What is the fee to enroll in the payment plan?

There is a \$60 registration fee to enroll in the Tuition Payment Plan. The Tuition Payment Plan registration is for the entire academic year and divided by Fall and Spring semesters. The registration fee is split between the Fall and Spring semester and is due with the first payment of each semester.

Why is my payment amount less/more for Spring than Fall?

The Tuition Payment Plan is based on your actual semester balance with Northwood. We adjust the payment plan based on changes to your account due to changes with registration, financial aid eligibility, etc. We regularly review

your semester balance and adjust your payment plan for accuracy.

Can I use the Tuition Payment Plan to pay off overdue balances?

No, the Tuition Payment Plan is based on your current semester balance with Northwood and previous balances are not eligible. To inquire about alternate payment arrangements, please contact the Business Office by calling 989.837.4207.

How long am I enrolled in the payment plan?

Payment plan registration is for the entire academic year. The payment plan balance is divided by Fall and Spring semesters and is based on your actual semester balance. This allows Northwood to provide the most accurate payment plan balance with no surprise shortfalls at the end of the year. If graduating at the end of Fall semester or beginning classes with Northwood Spring semester you may enroll in a single semester plan.

How do I pay on my payment plan?

Payments can be made online through WebAdvisor by logging into my.northwood.edu, choose Student, then click Access Student Self-Service, and Select Student Finance.

On the Make A Payment page select the most recent payment plan payment, chose a payment method, then click Proceed to Payment. Follow the prompts to enter your payment information. You will receive a unique confirmation number for your records. The payment will be automatically reflected on your account balance.

Accepted methods of payments: Visa, MasterCard, American Express, Discover (Debit/Credit card payments will be assessed a 2.5% service fee) and E-check (\$35 NSF for any returned checks)

What if I don't make my payment(s)?

Payments are due on the 15th of the month and an additional \$20 fee will be charged to your account if your monthly payment is not received by the 15th. If two consecutive payments are missed on the payment plan the plan will be in default and cancelled. The account balance will then become due in full. Northwood University will have the right to use a collection agency and/or any other legal means to collect the amounts you owe to the University. You will be responsible for any collection fees, including court costs, incurred by the University in its collection of amounts you owe under your account. Northwood University shall have the right to withhold academic records, including transcripts, certifications and diplomas, and may refuse to accept registration for future semesters until this account is paid in full.

Are there additional resources for making payments?

Other resources do exist and can be used instead of or in addition to the Tuition Payment Plan. To be considered for federal, state and/or need based institutional aid you will need to apply for financial aid by filling out a Free Application for Federal Student Aid (FAFSA) request at <http://www.FAFSA.gov>. Please make sure you include Northwood University' school code of 004072 as your school choice #1 to maximize your state grant consideration. Student loans are an additional option for you to research and consider, if needed. Please visit <http://www.northwood.edu/financial-aid> or contact the Financial Aid Office at 989.837.4230 for additional Financial Aid information.

I have additional questions. Who should I contact?

Please contact the Business Office for any Tuition Payment Plan questions by calling 989.837.4207 or emailing mibusoff@northwood.edu