



BUSINESS OFFICE

IU Installment Plan Information and Enrollment Form
College of Undergraduate Studies
Spring 2012

Immaculata offers an installment plan which allows College of Undergraduate Studies students to distribute their term costs over 4 equal installments during a term. Minimum account balance to qualify for the installment plan is \$200. There is no enrollment fee. Late fees are assessed monthly on past due balances.

Installment due dates: January 3, February 2, March 3, April 2

To enroll, complete and return the bottom of this form to the Business Office.

Fax 610-251-9358

Mail to Immaculata University, P.O. Box 631, Immaculata, PA 19345

Drop off form in the Business Office

Enrollment Amount Information select from below options

___ Total term cost \$ _____

___ Term cost less pending financial aid and/or other expected outside funds \$ _____

Total Term Installment Plan Amount \$ _____

Divide Installment Plan Amount by 4 to calculate the monthly installment amount \$ _____

Student Health Insurance: If you have your own health insurance coverage you must complete the online WAIVER at www.firststudent.com. Once this is complete the student health insurance charge will be removed. You may deduct the charge from the remaining amount due only if you were charged for the insurance and you have completed the waiver.

Payment methods:

Online through Self Service IU (SSIU): accessible through MyIU

___ Credit card ___ e-Check

By mail to Immaculata University, P.O. Box 631, Immaculata, PA 19345

___ Check ___ Money order

How to make and schedule future payment transactions online

Login to MyIU, select SSIU

- Select Student
- Select Student Account
- Select Student Account Center
- Select the Payment Tab at the top
- Select PAY on the right and then Payment Method. Complete payment transaction information.
- Save your payment profile so you do not have to complete this information each time
- Under Payment Options select term you are paying, payment amount and payment date

You can set up all future installment payment dates and amounts at one time by repeating the above steps.

Student ID # _____ Date _____

Student name (print) _____ Daytime Phone # _____

Student signature _____