

## NWTC Tuition Payment Plan

With the NWTC Payment Plan, you can budget your tuition and fees through an automatic bank payment. The automatic bank payments (ACH) are payments you have authorized NWTC to process directly with your financial institution. It is simply a bank-to-bank transfer of funds. Payments may be made from your checking or savings account.

### Automatic Tuition Payment Agreement

To complete this application for the NWTC Payment Plan, you will be required to meet and provide the following information:

1. Must have a minimum tuition balance of \$200.00 to sign up for the payment plan. It is important to know your total account balance to help understand how much your monthly payments will be calculated.
2. Name, address, and email address of the person responsible for making the payments.
3. Bank account information for the responsible person – bank name, bank account number, and the bank routing number (most of this information can be found on your personal check).
4. Ensure there are sufficient funds in the bank account on scheduled draw dates. If an automatic bank payment is missed, a \$25.00 fee will be automatically assessed to your NWTC account.
5. Changes to your enrollment, student account balance, or financial aid received may increase or decrease your monthly payments.
6. Read, understand, and agree to the terms of the NWTC Payment Plan defined on the NWTC website at <http://www.nwtc.edu/services/studentfinancialservices/Pages/PaymentPlan.aspx>

**\* IMPORTANT NOTE:** Notification to any changes made to the payment plan must be made in writing directly to the Student Finance office 5 days prior to the scheduled draw date; otherwise, the payment will automatically draw from your bank account as scheduled.

**Please print, sign, and mail this form to: Northeast Wisconsin Technical College, Attn: Student Finance Office, 2740 W. Mason Street, P.O. Box 19042, Green Bay, WI 54307-9042**

**Please call 920-498-6816 if you have any questions.**

#### 1. Payment Plan and Student Information

<b>Payment Plan Term:</b>	
<b>Student ID Number:</b>	
<b>Student Last Name:</b>	
<b>Student First Name:</b>	

#### 2. Payer/Responsible Party Information (To be completed by person responsible for making payments.)

<b>Payer Last Name:</b>	
<b>Payer First Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Daytime Phone:</b>	(    )
<b>Evening Phone</b>	(    )
<b>Email Address:</b>	

#### 3. Payment Information

<b>Deduct from my: (Check One)</b>	<input type="radio"/> Checking Account <span style="margin-left: 100px;"><input type="radio"/> Savings Account</span>
<b>Bank Name:</b>	
<b>City:</b>	

*Please complete reverse side.*

<b>State:</b>	
<b>Zip Code:</b>	
<b>Bank Phone Number:</b>	



<b>Banking Routing Number:</b>	<i>Please print the numbers clearly and make sure you verify the number is accurate. A \$25 fee will be assessed for any returned error message from the bank.</i>
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<b>Account Number:</b>  <i>Account number to be debited for monthly payments and fees. Non-business account only.</i>	<i>Please print the numbers clearly and make sure you verify the number is accurate. A \$25 fee will be assessed for any returned error message from the bank.</i>
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**Payer/Responsible Party Agreement:**

By signing this agreement I hereby authorize Northeast Wisconsin Technical College (NWTC) to initiate debit entries to my (our) account indicated above and the depository indicated above to debit the same to such account. If a monthly payment due date falls on a weekend or holiday, the debit will occur on the next business day. I understand that the amount debited each month may be adjusted due to changes in the student tuition account. This authority is to remain in full force and effect until Northeast Wisconsin Technical College has received written notification from me of its termination in such time and in such manner as to afford NWTC a reasonable opportunity to act on it.

<b>Signature of Responsible Party:</b>	
<b>Date:</b>	

**Student's Payment Plan Agreement:**

I have read, understand, and agree to the terms of the NWTC Payment Plan defined on the NWTC website at <http://www.nwtc.edu/services/studentfinancialservices/Pages/PaymentPlan.aspx>. I agree that monthly tuition payments will be automatically debited from the depository institution and depository account identified above. I understand that the amount debited each month may be adjusted due to changes in my student tuition account. This agreement will remain in full force and effect until Northeast Wisconsin Technical College (NWTC) has received written notification from me, or the Responsible Party, of its termination in such time and in such manner as to afford NWTC a reasonable opportunity to act on it. I understand that some charges may be billed separately. I understand that I am liable for full payment of fees including but not limited to any returned item fees. I understand that tuition and fees are NOT waived or reduced in the event of non-attendance or if the amount of any anticipated funding is reduced. I agree that any Financial Aid funds I receive will be used to pay Northeast Wisconsin Technical College the full amount owed under this arrangement and any past- due balance. I agree that I will notify Enrollment Services at 920-498-5444 if I withdraw from any courses. If I officially withdraw from courses or school, I may be eligible for a fee adjustment or a refund in accordance with the Wisconsin Technical College System Refund Policy. I authorize NWTC to release information about my student account to the Responsible Party named above.

**Adding the Cost of textbooks to the Payment Plan:**

I understand that I may add the cost of my text books to the Payment Plan by indicating my preference below. I want to include the cost of my text books in the Payment Plan:

- Yes
- No

**By signing below, I understand that I am accepting the terms of this Agreement.**

- I Agree
- I Do Not Agree

X \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Student**