



Monthly Payment Plan Agreement - SPRING 2024

MONTHLY PAYMENT PLANS DO NOT AUTOMATICALLY RENEW.
RETURN THIS AGREEMENT AND PAYMENT AUTHORIZATION FOR A SPRING 2024 PLAN.

Forms NEED to be returned by Monday, January 22, 2024 to avoid late fees.

All the terms and conditions of your MIAD Monthly Payment Plan Agreement (the "PPA") are incorporated herein and continue in effect for the length of the plan. Please refer to the Payment Plan Disclosure Document for other terms and conditions. To enroll in the MIAD Monthly PPA, a signed agreement must be returned to the Student Accounts Office, RL10. It is recommended that you contact the Student Accounts Office to verify your Statement Balance and confirm there are no additional charges or adjustments to your account before completing this form.

STEP ONE: Choose Monthly Payment Plan Option

I authorize MIAD to AUTOMATICALLY deduct monthly payments on the predetermined dates selected in Step Two. Under this option, payment will automatically be deducted from the bank account or credit / debit card I have specified on the **Recurring Payment Authorization Form**:

☐ Option 1 – **Automatic via Bank Account** - Set-Up Fee: \$0 (none)

☐ Option 2 – **Automatic via Card** - Set-Up Fee: \$50 (per semester)

I wish to make MANUAL payments via card, cash, or check on the predetermined dates selected in Step Two. Under this option, I understand that I will be responsible for making a payment each month:

☐ Option 3 – **Manual Monthly Payment Plan** - Set-Up Fee: \$50 (per semester)

STEP TWO: Choose Payment Date, Starting Month and Length *

***Graduating Students:** See next page for information regarding Graduation Ceremony and payment plans.

☐ **5-month 1st of the month (January–May),**
form must be received by December 20, 2023 (W)

☐ **5-month 15th of the month (January–May),**
form must be received by January 5, 2024 (F)

☐ **4-month 1st of the month (January–April),**
form must be received by December 20, 2023 (W)

☐ **4-month 15th of the month (January–April),**
form must be received by January 5, 2024 (F)

☐ **4-month 1st of the month (February–May),**
form must be received by January 22, 2024 (M)

☐ **4-month 15th of the month (February–May),**
form must be received by January 22, 2024 (M)

NOTE: MIAD will calculate the monthly amount due by dividing the Total PPA Amount by the number of months chosen in Step Two or number of months remaining in the semester. Length of plan is determined by date documents are received.

Calculation:

- | | | |
|---|----|----------|
| 1. Statement Balance Due: | \$ | _____ |
| 2. Add Plan Set-Up Fee (\$50 for Manual or Card; \$0 for Bank Account): | + | \$ _____ |
| 3. Total PPA Amount (Balance Due + Set-Up Fee): | = | \$ _____ |
| 4. Length of Plan (# of months) | | _____ |
| 5. Monthly Amount Due (Line 3 divided by Line 4) | = | \$ _____ |

STEP THREE: SIGNATURE AND ACKNOWLEDGEMENT OF ADDITIONAL TERMS (Please see next page).

By signing below, I acknowledge that I have read and understand the additional terms and disclosures related to setting up a monthly payment plan, agree to make the payments in the amounts and on the dates specified above, and agree to all terms of the MIAD Monthly Payment Plan Agreement.

STUDENT LEGAL NAME (Printed): _____ STUDENT ID#: _____

STUDENT SIGNATURE: _____ DATE: _____

FORMS MUST BE RETURNED EACH TERM (SEMESTER) FOR AN ACTIVE PAYMENT PLAN.

PAYMENT PLAN AGREEMENT ADDITIONAL TERMS

Pre-Payment

The Amount Due may be paid at any time in advance of the payment dates scheduled above at no penalty.

Changes to my Statement Balance

If there are any changes to my student account resulting in additional charges, I am responsible for paying the additional amount due upon receipt of my next monthly statement, or 30 days after the date said changes are made to my account. Once this PPA is signed and returned to the Student Accounts Office, the PPA Amount Due and the monthly payment amounts cannot be increased without written consent of the Student and, if different, the bank account holder.

If there are any changes to my student account resulting in a reduction of charges, MIAD will automatically reduce the last payment(s) amount.

Returned Payments

A \$15.00 Returned Payment Fee will be added to my account for any check or automatic bank withdrawal that is returned by my bank for any reason (NSF, account closed, etc.).

Late Payment Penalty

If I fail to make my monthly payment, a late charge of \$25.00 per missed payment will be added to my account. MIAD will provide a 10-day grace period before the late penalty will apply.

Related Documents

I am aware of and have read the MIAD Payment Plan Financial Disclosures (Truth in Lending Act) and MIAD Student Billing Rights documents that are found on the MIAD website at: <https://www.miad.edu/financial-aid/cost-tuition-fees/billing>

***Graduating Students:**

In order to participate in the Spring 2024 Graduation Ceremony, Monthly Payment Plans need to be current.

- For students graduating in May 2024, all tuition and fees need to be paid in full in order to receive diplomas at the Graduation Ceremony. There is an option to set up a payment plan ending in April for those graduating in May 2024.
- For students graduating in August 2024 or December 2024, Spring 2024 payment plans need to be current and paid according to the plan agreement. Contact Student Accounts for additional information or assistance.

NOTE: *May 2024 Graduating Seniors will need to have account balances paid in full by April 24, 2024 to receive diplomas at the May 11, 2024 Graduation Ceremony. Students who are current on their payment plan can participate, but will not receive diplomas until their plan is fully paid.

Contact Student Accounts with any questions or to make other payment arrangements:

- Maddie Bright, Office Assistant, maddisonbright@miad.edu, 414-847-3232 or
- Bonnie Murphy, Bursar/Student Accounts Manager, bonniemurphy@miad.edu, 414-847-3303

Please return this form to the Student Accounts Office (mailing address below).

MIAD Student Accounts RL10
273 E. Erie Street
Milwaukee, WI 53202