



# FALL 2025 Monthly Payment Plan Agreement

**MONTHLY PAYMENT PLANS DO NOT AUTOMATICALLY RENEW.**  
**RETURN THIS AGREEMENT AND PAYMENT AUTHORIZATION FOR A FALL 2025 PLAN.**

**Forms NEED to be returned by Friday, August 29, 2025 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, **RL70**. 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**

☐ **5-month 15th of the month (Aug–Dec)**,  
Form must be received by August 5, 2025 (T)

☐ **4-month 1st of the month (Sep–Dec)**,  
Form must be received by August 20, 2025 (W)

☐ **4-month 15th of the month (Sep–Dec)**,  
Form must be received by August 29, 2025 (F)

**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 EVERY SEMESTER FOR AN ACTIVE PAYMENT PLAN.**

## **MIAD 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(s).

### **Returned Payments**

A **\$20.00 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 payment charge of **\$30.00 per missed payment** will be added to my account. MIAD will provide a 10-day grace period before the late payment penalty will apply.

### **Payment Account Holder Different than Student**

If the payment account holder is different than the student, the student entering into the payment plan agreement authorizes MIAD to contact the payment account holder regarding the account, its balance, or any payment arrangements.

### **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/forms-policies>

**>>>> PLEASE NOTE: The Student Accounts Office has been moved.**

**We are now located in RL70 (to the right at the bottom of the main entrance stairs on the River Level).**

**Contact Student Accounts with questions or to make other payment arrangements: [studentaccounts@miad.edu](mailto:studentaccounts@miad.edu)**

- Maddie Bright, Student Accounts Assistant, [madisonbright@miad.edu](mailto:madisonbright@miad.edu), 414-847-3232 or
- Bonnie Murphy, Bursar/Student Accounts Manager, [bonniemurphy@miad.edu](mailto:bonniemurphy@miad.edu), 414-847-3303

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

MIAD Student Accounts **RL70**  
273 E. Erie Street  
Milwaukee, WI 53202