Emory Payment Plan (EPP) Enrollment

Overview

Emory University offers the Emory Payment Plan (EPP) as an alternative method for paying tuition, room, and board for fall, spring and summer semesters. The plan allows academic expenses not covered by scholarships, loans, or other financial aid to be paid in four equal installments per term during spring and summer and in three equal installments during summer term. Some specific charges, (i.e. fraternity dues) are not eligible for the plan.

1. Student has to be enrolled and degree seeking at Emory for FALL, SPRING and SUMMER terms.
2. For Summer:
   a. Students eligible for Summer EPP have to be enrolled in either the “regular” Summer term session or both the 1st and 2nd sessions.
   b. Excludes students who are enrolled in Summer I only sessions or Summer II only sessions.
   c. Students Eligible for the Summer Emory Payment Plan will have SUMEPP populated in the Var char3 field on the Equation Variables page

3. Student must pay the installment and $60 nonrefundable EPP fee to apply for the payment plan.

4. Must have tuition assessed.

5. Evening/Executive MBA students who are eligible to enroll in the Evening/Executive MBA Payment Plan will not have the Var Char3 populated.

6. Signed Promissory Notes are required for students under the age of 18.

EPP Payment Terms:

<table>
<thead>
<tr>
<th>Installment Due Dates</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st installment due by the registration payment due date</td>
<td>1st installment due by the registration payment due date</td>
<td>1st installment due by the registration payment due date</td>
<td></td>
</tr>
<tr>
<td>2nd installment due by September 25th</td>
<td>2nd installment due by February 25th</td>
<td>2nd installment due by June 25th</td>
<td></td>
</tr>
<tr>
<td>3rd installment due by October 25th</td>
<td>3rd installment due by March 25th</td>
<td>3rd installment due by July 25th</td>
<td></td>
</tr>
<tr>
<td>4th installment due by November 25th</td>
<td>4th installment due by April 25th</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To avoid a finance charge, payments must be received by the twenty-fifth of the month in which they are due. Delinquent student account obligations may be reported to a credit bureau. Late payments may affect the student’s eligibility for future participation in the plan.

**OPUS Navigation**

A student can access the pages needed to enroll in the Emory Payment Plan (EPP) by:

1) Selecting **Payment Options** link under **Finances > My Account** from the Student Center OR
2) Selecting **Payment Plan Setup** by clicking on the down arrow and then clicking >

3) Click on the **Enroll in Payment Plan** sub-tab

**Make On-Line Payment**

**Make an On-Line Payment in Three Steps**

*Step 1: Enter your banking information.*
*Step 2: Enter the amount you would like to pay.*
*Step 3: Verify your information and submit your payment.*

4) During periods of payment plan enrollment, the student is asked whether or not h/she wants to enroll in the payment plan. By clicking the **YES** button, the student agrees to enroll in the Payment Plan and is taken to a page displaying the payment plan calculations and promissory note.
Enroll in Payment Plan

For Term: Spring 2016

<table>
<thead>
<tr>
<th>Payment Plan Enrollment Calculations</th>
<th>Enrollment Payment Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Calculation</td>
<td>Enrolment Payment Calculation</td>
</tr>
<tr>
<td>Eligible Charges</td>
<td></td>
</tr>
<tr>
<td>$28,300.00</td>
<td>Previous Term Balance:</td>
</tr>
<tr>
<td>Anticipated Aid:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Disturbed Financial Aid:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Eligible Credit:</td>
<td>$0.00</td>
</tr>
<tr>
<td>= Payment Plan Total Amt:</td>
<td>$28,300.00</td>
</tr>
<tr>
<td>/ Nbr of Installments:</td>
<td></td>
</tr>
<tr>
<td>= Installment Amount:</td>
<td>$7,125.00</td>
</tr>
</tbody>
</table>

The above information is the most recent available for the calculation of your payment plan enrollment amount.

EMORY UNIVERSITY PAYMENT PLAN TERMS

* The "Payment Plan Enrollment Amount" must be received by the Office of Student Financial Services by the registration payment due date, which is shown on your registration bill or on the Student Financial Services website. This payment is required to complete the registration process.
* The remaining installments are due in February, March and April.
* To avoid a finance charge, payments must be received by the twenty-fifth of the month in which they are due.
* Delinquent student account obligations may be reported to a credit bureau. Late payments may affect the student’s eligibility for future participation in the plan.
* There is a $60.00 non-refundable payment plan application fee per semester, which will appear on the bill with your next installment for the upcoming semester.
* Payment Plan Promissory Note must be submitted each semester.

EMORY UNIVERSITY PAYMENT PLAN PROMISSORY NOTE

For value received, I, James Wayne Dooley, the undersigned borrower promise to pay to Emory University or any subsequent holder of this Emory Payment Plan Promissory Note all of the principal sum of Twenty-Eight Thousand Five Hundred Dollars and Zero Cents ($28,500.00), or so much thereof as may be advanced to me, according to the terms of the Emory Payment Plan, the Application, and this Note. If I fail to pay any of the amount advanced to me under this note when due, and such amount, or any part thereof, is collected by law, or through an attorney-at-law, all costs of collection, including fifteen percent (15%) of the past due principal and interest as attorney’s fees shall be paid by me, the undersigned borrower. I understand that Emory University may disclose this loan, any default thereunder, and other relevant information to credit bureaus, consumer reporting services, or collection agencies.

Student: James Wayne Dooley
Date: 01-28-2016
For Term: Spring 2016

You may submit the promissory note and fee each semester that you wish to enroll in the payment plan.

You may wish to print a copy of the above promissory note and information, for your reference. If so, you must print this prior to continuing with enrollment in a payment plan below.

Clicking the Enroll button denotes that I hereby authorize Emory University to initiate a one-time enrollment in the payment plan for my eligible student account balance for the term indicated above. I understand that Emory University reserves the right to cancel this authorization if it is determined that my account payment history makes me ineligible for the payment plan and any unpaid balance will become due in full.

If you choose not to enroll and pay on-line at this time, you need to print this page and either mail your payment with this form or bring them to the Office of Student Financial Services, Emory University, 101 Rockfossil Jones Center, Atlanta, GA 30322. Once your Payment Plan Enrollment Amount is received, you will then be cleared for registration.

Enroll in Payment Plan and Pay On-Line Now  Cancel

5) Click the Enroll in Payment Plan and Pay On-Line Now or click on Cancel if you choose not to enroll.

6) A message will be displayed for the student to acknowledge their request to enroll in a Payment Plan and to complete the on-line payment. Click the Ok button to continue.
7) On this page, the student is required to accurately enter their bank’s routing number, account number and re-enter account number. The payment amount is the first installment the student is required to pay and has already been entered. Click Next Step.

Please make sure the correct account number and routing number are entered correctly.
8) On this page, the student will verify their information and Click Submit after verification.

Make On-Line Payment

Make an On-Line Payment in Three Steps

Step 1: Enter your banking information.
Step 2: Enter the amount you would like to pay.
Step 3: Verify your information and submit your payment.

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Date of Payment: 01/29/2016
On-Line Payment Type: Payment Plan Enrollment Amount
Bank Account Number: **2345
Account Type: Checking
On-Line Payment Amount: $7,125.00

Once the On-Line Payment is submitted, the payment cannot be cancelled.

If any of the information displayed is incorrect, please click the Previous step button to return to Steps 1 and 2 and correct the information.

Clicking on the SUBMIT button denotes that I hereby authorize Emory University to initiate a one-time debit entry to the account provided and to debit the same to such account. I understand that such debit may be credited to my account at Emory University subject to verification. In the case of an unsuccessful or unlawful debit, I understand that Emory University reserves the right to cancel this authorization and take further appropriate disciplinary action, and to prosecute any unlawful action to the fullest extent of the law.

Submit

9) A confirmation message indicating that the On-Line Payment Plan Enrollment payment has been posted will be displayed for the student as shown below. Click OK to be taken back to the Student Center.