



Monthly Payment Plan Option

Frequently Asked Questions

1. Q. What is the monthly payment plan option?
 - A. This payment option allows for the student to take their yearly balance and pay for it during the Fall and Spring semesters in monthly installments (***NO Auto Pay Available***).
10 month plan – July to April
9 month plan – August to April (Late Registered Students)
2. Q. How do I set up a payment plan?
 - A. Contact Student Accounts or use “*Cost Worksheet*” to calculate your estimated account balance and complete the Payment Plan Enrollment Form.
3. Q. Are there any additional cost to me if I choose this payment option?
 - A. Yes, there is a one-time **administrative fee of \$40.00 per academic year**.
4. Q. What happens if I miss a payment?
 - A. If payments are missed in any one semester, the student’s account will be placed on a “Business Hold” and charged a **\$50.00 late fee per semester**, the student will not be able to register for upcoming semesters, view grades, participate in Graduation services, receive transcripts and /or diploma until missed payments are received or paid in full.
5. Q. How do I make payments?
 - A. Payments can be made by:
 1. Cash, check or credit card in person in Carnegie Hall at the cashier window.
 2. Credit Card -
 - a. In Student Portal: you can now make a credit card payment directly on your billing statement, under “My Ledger”.
 - b. Fisk University Website: <https://fisk.afford.com/PPT/MakeAPayment> ; then select “**Make a One-Time Payment**” (**DO NOT ENROLL IN PAYMENT PLAN**). Please make sure to include your full name and CAMS ID in description.
 - c. Call Student Accounts at 615-329-8546.
 3. Send a check, money order or cashier’s check to:
Fisk University
Student Accounts – Carnegie Hall
1000 17th Avenue North
Nashville, TN 37208

Payment Plan Enrollment Form

Academic Year Enrolled: **2019 – 2020**

Student's CAMS ID: _____ Name: _____

Person Responsible for Paying Monthly Installments

Name: _____ Relation to Student: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Evening Phone #: _____

FIGURING HOW MUCH TO PAY

Estimated

Fall 2019 Semester	Spring 2020 Semester
Total Charges: \$	Total Charges: \$
Total Financial Recourses: (Minus) \$	Total Financial Recourses: (Minus) \$
Total Amount Due: \$	Total Amount Due \$
First Payment: July or August 2019; Last Payment on November 1, 2019.	First Payment December 2019; Last Payment in April 1, 2020.
Monthly Payment: \$ + One-time \$40.00 Administration Fee	Monthly Payment: \$

***Student is responsible for reviewing and adjusting their payment plan if they have any additional charges or other changes within the school year.**

I hereby acknowledge my indebtedness for educational expenses and/or fees owed to Fisk and agree to pay each instalment payment, until paid in full. If payments are missed in any semester, a **\$50.00 late fee** will be charged per semester. I will be placed on a **Business Hold** and I **will not** be able to register for upcoming semesters, view grades, participate in Graduation services, and receive transcripts and /or diploma until missed payments are received or paid in full.

I have been informed that my rights and responsibilities are as follows:

I understand that if I fail to meet this repayment schedule as agreed to on the date at the bottom of this form, the University may take any or all of the following steps without further notice.

1. Declare the full amount immediately due and payable
2. Refer my account to a collection agency or law firm for the full amount due plus all collection costs and legal fees.

I further certify that the information noted above is true and accurate and acknowledge my obligation to notify the Office of Student Accounts of any changes in my name, address or financial ability to repay this obligation.

Student/Parent Signature

Date

Student Accounts Representative