Here’s How to Calculate Your Payment Amount

1. Include the University billed educational expenses — tuition, room and board, fees and other charges. Use the worksheet below.

2. Semester Expenses (estimated)
   - Tuition: $_________
   - Fees: $_________
   - Room and Board: $_________
   - Books, Supplies and Other: $_________
   - Total Expenses: $_________

3. Semester Credits (estimated)
   - State & Federal Grants: $_________
   - Education Loans (net): $_________
   - Quincy University Scholarships or Grants: $_________
   - Other (ex. Outside Scholarships, etc.): $_________
   - Total Credits: $_________

4. Amount needed to Budget
   - Expenses minus Credits: $_________

The Amount Needed to Budget should be entered on line A of the application (see page 4).

Terms and Conditions

1. **Enrollment.** Enrollment in QPP is accomplished by completing, signing and returning the application to the address listed on page 3 of this brochure, together with payment for the total of the first month’s installment amount and the application fee of $50. You can also apply online from the QU website, www.quincy.edu/services/business-office

2. **Budget Amount/Payments.** The total budgeted amount is payable in equal monthly payments due by the 5th day of each month beginning with your initial payment and $50 non-refundable application fee. Determine the number of payments for which you are eligible using the schedule on page 2.

3. **Refunds.** Refunds to participants for any reason will be handled through normal University refund and credit procedures.

4. **Fees and Other Charges.** The application fee ($50) is non-refundable. QU will impose a service charge of $30 for any check which is returned for insufficient funds or which is not collectible for any other reason. QU will impose a $10 handling fee for payments received after the due date.

5. **Payment Address.** If you choose to mail your check or money order, make them payable to: Quincy University (QPP) and send them to:
   - Quincy University
   - Business Office (QPP)
   - 1800 College Ave.
   - Quincy, IL 62301

You also have the option of paying online through your MOODLE account. You may choose ACH through a bank account or use a credit card. A convenience fee will be assessed on all credit card transactions. The amount of the convenience fee is detailed during the online payment procedure. There is not a fee associated with an online ACH bank transaction.

6. **Failure to Pay.** In the event of failure of a participant to pay any installment within 15 days of the due date, Quincy University will terminate the enrollment in the plan. The standard University policies will apply for refunds or handling past due accounts. Please refer to the QU Academic Catalog for these policies (on QU website).

7. **Prepayment Rights.** You have the right to accelerate your obligation and pay off the entire balance of your account at any time. No penalty will be assessed for prepayment. You are not entitled to any rebates upon prepayment.
Monthly Payments

- Quincy University offers you the Quincy Payment Plan (QPP) as an alternative to the traditional lump sum payment each semester.
- Budget all or a portion of your tuition, room and board and fee charges.
- Adjust your budget at any time for changes in expenses or financial aid. You can check your business office account at anytime through MOODLE.
- Pay by mailing check, money order, or pay online using your checking or savings account. Payments can also be made online by credit card through your MOODLE account. There is a convenience fee assessed on all credit card payments.

No Interest Charges

- There are no interest or carrying charges
- There is a $50 non-refundable application fee each semester.
- There is a $25 service fee for any payment that is returned for insufficient funds or is not collectible for any reason.
- There is a $10 handling charge for any payment received after the payment due date.

How to Enroll

- Use the worksheet to determine your budget for tuition, room and board, and fee charges.
- For the Fall Semester Plan determine the number of monthly payments you want to make using the schedule below:
  
  Fall Semester
  July 5th ...................................................5 payments
  August 5th ......................................................4 payments

- For the Spring Semester Plan determine the number of monthly payments you want to make using the schedule below:
  
  Spring Semester
  December 5th ...................................................5 payments
  January 5th ......................................................4 payments

  - Complete the application on page 4. Detach and mail the signed application with your first monthly payment and the $50 application fee to:

    Quincy University
    Business Office (QPP)
    1800 College Ave.
    Quincy, IL 62301

    Please make all checks payable to Quincy University (QPP)

    If you have any questions, call the Business Office at 217-228-5432, ext. 3729.
    email: qubusoffc@quincy.edu

    You can also apply online from the QU website at
    www.quincy.edu/services/business-office

Late Enrollment

- If you enroll in the Fall Semester Plan after August 5th you are only eligible to participate in the four month plan. If you enroll after August 5th you will need to catch up on your payments.
- If you enroll in the Spring Semester Plan after January 5th you are only eligible to participate in the four month plan. If you enroll after January 5th you will need to catch up on your payments.

Questions

- Contact Quincy University Business Office at 217-228-5432, ext. 3729 or email qubusoffc@quincy.edu
- Visit the QU website at
  www.quincy.edu/services/business-office
- To revise your budget amount or change your personal information, contact Quincy University Business Office at 217-228-5432, ext. 3729 or email qubusoffc@quincy.edu

Make all checks payable to Quincy University (QPP).

I, the above participant, hereby apply for enrollment in the Quincy Payment Plan (QPP), I understand that as an enrollee in QPP I will be entitled to the benefits provided by the QPP and will be required to comply with the terms and conditions of the QPP as explained to me and as set forth on the reverse side of this brochure, including the payment of the application fee and the on time monthly installment payments of the total budgeted amounts of tuition, room and board and fee charges.

Student Signature ___________________________ Date ___________

Parent/Guardian
Signature ___________________________ Date ___________