



**CCPE Contact: (562) 985-5561**

**6300 E. State University Drive, Suite 104 (Foundation Building)**  
**Long Beach, CA 90815**

**Winter Session Installment Plan**  
**Winter 2018 Session Installment Plan**

**Student Information**

For student to complete:

\_\_\_\_\_ Full Name \_\_\_\_\_ Campus ID #

\_\_\_\_\_ Phone Number \_\_\_\_\_ Email

**Payment Plan Terms**

For student to complete and initial next to each of the terms after reading:

\_\_\_\_\_ I understand and agree to all of the following terms for the current winter session.  
Initial

\_\_\_\_\_ Once my plan is set up; changes to my academic load or subsequent fee increase may  
Initial affect the amount of my payments. For up to date information on payment amounts and due dates please refer to your account at <http://My.CSULB.edu>. From the main menu go to Finances and Aid then click on Total Due Charges.

\_\_\_\_\_ I understand that if I change my class load, the resulting amounts may not necessarily be  
Initial evenly distributed in my installment plan, but I agree to pay the resulting amounts by the indicated date on my account at <http://my.csulb.edu>

\_\_\_\_\_ **Delinquent Payment Penalties:** If any installment payment is not received by the payment due date,  
Initial all services, including but not limited to registration, provision of grades, and transcripts will be held. Additionally, classes may be subject to cancellation. If any payment is not received by the due date, **I agree to pay \$10 missed deadline fee per occurrence and my payment will be counted as delinquent.** I authorize CSULB to pursue collection activities to collect any past due amounts, including referral of my account to a collection agency and to a credit bureau organization, and to the release of information concerning the past due amount when necessary to collect the delinquent balance. I agree to pay reasonable collection costs including court costs and attorneys' fees. If your balance becomes delinquent, you may be placed with an outside collection agency and be responsible for any additional fees. **As required by law, you are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations of this contract.**

**Refund Policy:** If I drop my classes, I will receive a refund of applicable fees in accordance with the Winter Refund policy .<http://www.ccpe.csulb.edu/winter/about.aspx?PID=18>

**The \$33 INSTALLMENT PAYMENT PLAN PROCESSING FEE IS NON-REFUNDABLE.**

I agree to the terms and process outlined in this payment plan,

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date

\_\_\_\_\_ CCPE Approval \_\_\_\_\_ Date (Contract is not valid without authorized CCPE Signature) rev. 08/2017

**Payment Dates:**  
**11/20/2017**  
**12/20/2017**

Last day to sign up for the installment plan is November 20, 2017.