

Payment Plans

Eligibility

Sofia University (SU) allows students in good financial standing to pay for required student tuition and fees in installments using a payment plan. Students must request to be put on a payment plan each quarter. SU only offers 3-month payment plans, specific to an individual quarter.

The payment plan is not a loan and there are no interest charges. However, there is an administrative fee of \$35 each quarter, and students who miss the payment dates for their payment plan will be subject to a late payment fee and may jeopardize their eligibility to participate in future payment plans. Participants must enroll each term; there is no automatic re-enrollment or rollover from one quarter to the next.

The payment plan provides a convenient means for paying tuition and fees through regularly scheduled payments. SU expects that students will make payments for all charges by the payment due date each quarter.

Enrollment Dates

SU manages student payment plans through The Student Business Office. To pay in installments, students must sign an agreement for a payment plan during the enrollment window specified below:

Opens: On the registration date of the quarter, you are signing up for

Closes: On the last day of the add/drop period for the quarter you are signing up for*

*Students receiving FA can have a **standard** payment plan for remaining balances, up to week 4; otherwise, the installments will be in three-week increments

*Any payment plans needed after week 4 will be on a case-by-case basis

Repayment terms

SU payment plans, specific to an individual quarter. Students must sign up for payment plans by the end of add/drop each quarter.

Payment installments are due on the first day of classes each quarter and the corresponding date in each month following. * See your payment plan, for details.

Amount financed

Charges included in Payment Plans are based on the quarter for or during which they are incurred, including tuition and fees charges incurred on the student's account. Students can review their monthly account statements that reflect all activity during the month and the current month ending balance on the account online.

Changes to Amount financed

The amount of future payment plan payments will automatically decrease if the student's SU account is reduced due to changes in registration, financial aid, or additional payments. A new payment plan must be signed by the student if there are changes in registration and financial aid.

Failure to pay

Late fees of 1.5% will be assessed on any installments 5 calendar days or more past due. All accounts must be paid in full by the end of that quarter's plan. Any amounts remaining unpaid at the end of a semester will be billed in full and must be paid in full immediately.

Past due amounts will prevent a student from registering for the next quarter, continuing in the Payment Plans for subsequent quarters or from receiving diplomas.

Default

Students must pay the balance of the account in full, if the monthly payments become past due. The Hold on your account will remain until all past due balances are brought current.

Please reach out to the Business Office if you know you will have difficulty meeting the terms of the payment plan.

Questions

If you have any questions or concerns, please contact the Student Business Office at (888) 820-1484 X 10905, or by email at Student.Accounts@sofia.edu

Acknowledgement Statement

By Signing the below, you are acknowledging you have read and understood the above policy.

Student Signature

Date