

**DREW UNIVERSITY BUSINESS OFFICE**  
**PAYMENT PLAN APPLICATION**  
**Prior Term Balance**

This is an installment plan for students who have a balance from a prior term and who cannot pay the balance in one lump sum now. Though this plan will allow you to avoid a more costly collection referral, you will not have access to official transcripts or progress academically until your balance is paid in full. You may want to discuss the availability of prior term loans with our Financial Aid Office. If loan funds are received satisfying your balance, you will then have access to official transcripts and/or further academic progress.

Please provide the information below so that we can determine a plan that will successfully satisfy the balance on your account. We will do our best to work out a reasonable plan with consideration to the financial parameters you have indicated below. **A \$40 non-refundable application fee is required with all applications.** Applications will only be reviewed when the fee is received.

Once a plan has been determined, a promissory note with additional information will be forwarded to you. Please review this information and if you agree to the terms, sign the promissory note and return it directly to Drew University Business Office to finalize your plan.

**Do not leave ANY fields below blank (please print clearly).**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (required in order to send Prom Note for signature) \_\_\_\_\_

The balance on your student account is \_\_\_\_\_, and you understand this balance to be for:

Will you be making a down payment? \_\_\_\_\_ Amount of down payment \$ \_\_\_\_\_

Date you would like to have your balance paid by \_\_\_\_\_

Amount you know you are able to pay every month \$ \_\_\_\_\_

Any Additional information/considerations \_\_\_\_\_

I/We authorize Drew University to obtain such information as it may require concerning the statement(s) made in this application and declare that all replies to the above questions are true and accurate in every respect and agree that this application shall remain the property of Drew University whether or not a payment plan is finalized.

I further agree that any information regarding this application or the subsequent status of my payment plan may be reported to outside credit organizations for evaluations of my credit worthiness.

An applicant to whom credit is denied or terminated is entitled to receive upon request a clear and meaningful statement in writing of the reasons for denial or termination. Any willful misrepresentations on this statement could result in fine and/or imprisonment under provisions of the U.S. Criminal Code.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form with \$40 to:**  
Drew University, Attn: Business Office, 36 Madison Avenue, Madison, NJ 07940  
Questions? Call (973) 408-3023