Dominican School of Philosophy and Theology
Tuition Payment Plan Terms and Conditions

Dominican School of Philosophy and Theology (DSPT) offers a payment plan to assist students in meeting the costs of education. Further information may be obtained by contacting the DSPT Business office at (510) 883-2056.

Payment Plan: Terms and Conditions

• Only students accepted into a degree programs are eligible for the plan. Special Students interested in an installment option should go to the DSPT Business Office at 2301 Vine Street, Berkeley, CA.
• Payment plan application along with 25% of the tuition and fee balance due must be received in the DSPT Business Office by the end of the late registration period. (100% of the health insurance premium is also due at the end of the late registration period.)
• Student must not have any outstanding accounts with DSPT. Any late payments in past semesters will influence the acceptance or rejection of the Plan B application.
• Monthly installments are due by the 15th of each month beginning the first month after the late registration period. The student is responsible for making such payments; reminder statements will not be sent by the DSPT.
• If the student makes adjustments to registration after the late registration period which results in additional tuition and/or fees, the payment plan installments will be adjusted to include such additional tuition and fees.
• Accounts with a late payment will be assessed a $10 non-refundable fee on the 16th of that month.
• Any returned checks will be charged a minimum of either $10 or the bank fees incurred by the DSPT, whichever is greater.
• Failure to make timely payment as described below may be cause for termination of enrollment for the semester and will result in the DSPT withholding transcripts and placing a hold on future registration until such amounts are paid in full, including late payment fees.
• If an account is not paid in full by the end of the term, the student shall pay any and all actual and reasonable costs of collection incurred by the DSPT. In the event that an action is brought by the DSPT to enforce the terms of this payment plan, the student shall pay all costs of this action including reasonable attorney’s fees.

This application serves as notice of my desire to apply for the Monthly Payment Plan. I have read, understood and accepted the terms and conditions of this payment plan as stated in the Payment Plan Terms & Conditions, listed above.

___________________________________________  ____________________________
Student’s Name (Please Print)                  Student ID Number

___________________________________________  ____________________________
Student’s Signature                          Date
Return this form with the 25% initial payment (and health insurance payment if applicable) to the Business Office. The address is Dominican School of Philosophy and Theology, Business Office, 2301 Vine Street, Berkeley CA 94708. A copy of this form will be mailed to you at your current address per the DSPT records.

For Business Office Use Only:

☐ Approved: 25% Down ________________ Subsequent Monthly Payment: ________________

☐ Denied: Date ________________ Reason: _______________________________
# Tuition Payment Plan Worksheet

## EXAMPLE
- **Health Insurance Premium**: $1,250.00
- **Total Tuition and Fees**: $(12 \text{ units} \times $695/\text{unit}) + $50$ fee $8,390.00$
- **TOTAL**: $9,640.00

**Tuition Fee Divided by 4 (equal payments)**
- $2,097.50

## FALL SEMESTER
- 1st Deadline - Health
- 1st Deadline - Tuition and Fees
- 1st Deadline - TOTAL
- October 15th
- November 15th
- December 15th
- 1st Deadline - Health $1,250.00$
- 1st Deadline - Tuition and Fees $2,097.50$
- 1st Deadline - TOTAL $3,347.50$
- October 15th $2,097.50$
- November 15th $2,097.50$
- December 15th $2,097.50$
- **TOTAL** $9,640.00$

**STUDENT TO COMPLETE**
- **Health Insurance Premium**
- **Total Tuition and Fees** $(# \text{ of units} \times $/\text{unit}) + \text{fees}$
- **TOTAL**
- **Total Tuition and Fees**
- **Divided by 4 (equal payments)**

**FALL SEMESTER**
- 1st Deadline - Health
- 1st Deadline - Tuition and Fees
- 1st Deadline - TOTAL
- October 15th
- November 15th
- December 15th

**SPRING SEMESTER**
- 1st Deadline - Health
- 1st Deadline - Tuition and Fees
- 1st Deadline - TOTAL
- March 15th
- April 15th
- May 15th

**AMOUNT DUE**

First payment is the Health Insurance amount plus \(\frac{1}{4}\) of the total tuition and fee amount.