

## 4 PAY - PAYMENT PLAN ENROLLMENT FORM 2026-2027

### Page 1: Information Sheet

We encourage students to enroll in the payment plan via your online WINGS portal as this will calculate your payment due and enroll you in real time. If you need assistance with enrolling and making your first payment online, please call Enrollment Services at 937 775 4000 or stop by 101 University Hall to receive in person assistance.

#### Paper Plan Enrollment Key Points

1. **If you have made a prior payment from any other source, that payment cannot be used to enroll via a paper plan submission. You must make your first payment for the payment plan based on your current balance.**
2. **Your payment and the payment plan form must be submitted together in the same envelope.** Failure to submit them together may result in your enrollment into the payment plan being denied.
3. The enrollment period for a paper plan has a shorter time frame than the online payment plan enrollment plan. Please see page 2 (Payment Plan Enrollment Worksheet) for these deadlines.
4. If you are enrolling via a paper plan, we strongly encourage you to make payment via a check or cashier's check. WSU students can go to Wright-Patt Credit Union in the Student Union and receive a cashier's check at no cost to them when making **checks payable to Wright State University**. Please make sure you have your Student ID with you.

#### What is the Payment Plan?

- The Payment Plan is a way to spread your term fees for tuition, insurance, university housing, and other fees over four installments.
  - Books, personal expenses, and non-university housing are not included.
- A non-refundable application fee is assessed each semester for students using the plan and is paid in addition to the first payment which must be paid during the enrollment dates.
- The 4-Payment Plan requires 25% down + Enrollment Fee for the first due date if paid prior to the enrollment end date.
  - If initial payment is being made after the first enrollment period per page 2, then a 50% down payment + enrollment fee is required.
  - **Please note that the enrollment period for the paper enrollment plan is different than the online enrollment plan.**
- You are given the option in subsequent terms to enroll in a new payment plan if all terms and conditions are met.

#### What if I am receiving financial aid?

- The total amount of financial aid that is approved by the Office of Financial Aid is deducted before your payment plan amounts are determined.
- Financial aid and scholarships cannot be used to satisfy your down payment. Financial aid and scholarships awarded after enrollment will reduce your payment requirements overall and will be viewable in your Wings account.
- If the amount of financial aid received exceeds the amount which is owed on your account within the term, a refund check will be mailed or electronically deposited to you as outlined on the financial aid award letter.

#### What if I miss a payment or make a late payment?

- It is your responsibility to know when payments are due and to be received on time.
- Electronic billing notices for upcoming payments are provided as a courtesy notice only and payments must still be received by the due dates even though an electronic billing notice may not have been received.
- If payments are not received by the due date(s), you will be assessed a \$50.00 late fee for each late payment.
- A "HOLD" may be placed on your account which will prevent dropping or adding classes and your ability to may delay receiving an official university transcript.
- Delinquent balances may be reported to the credit bureau(s) and if you fail to repay the plan as agreed, legal action could be taken against you. In addition, you may be assessed and required to pay any costs incurred in the collection process of this plan including, but not limited to, late charges, collections and litigation costs.
- **If your check is returned from the bank**, a \$25.00 returned check fee will be assessed in addition to the \$50.00 late fee. Late fees and penalties must be paid first before payments will be applied to the outstanding principal balance. Your payment plan may also be cancelled for the remainder of the term and your balance will be due in full.

#### What if I drop a class or withdraw from school?

- See term class schedule for dates on Enrollment Services website <http://policy.wright.edu/policy/3420-refund-policy-and-refund-appeal-process>.
- If you receive federal financial aid, including loans, contact Enrollment Services **before** you withdraw from classes. The Federal Refund Policy affects students receiving federal financial aid and withdrawing from all classes. Withdrawal most likely will result in a **balance owed** to Wright State University

**4 PAY - PAYMENT PLAN ENROLLMENT FORM 2026-2027**  
**Page 2: Worksheet**(must be turned in with your down payment in same envelope)

Print Name (last, first): \_\_\_\_\_ UID: U \_\_\_\_\_

(Example: U00000000)

**1. Term Selection and Payment Schedule:**

Select your term, then choose the enrollment period during which you are submitting the worksheet. Please be sure to review the Enrollment Period Dates listed below before proceeding.

Payment plan forms submitted between the 11th and the 15th will be processed with Due Date #2 and should be submitted with the Due Date #2 calculation completed in addition to the correct applicable payment.

<input type="checkbox"/> Summer Term	<input type="checkbox"/> Fall Term	<input type="checkbox"/> Spring Term
<input type="checkbox"/> <b>Due Date #1: April 1 – May 10</b> 1 <sup>st</sup> Due Date: Time of Enrollment 2 <sup>nd</sup> Due Date: May 15 3 <sup>rd</sup> Due Date: June 15 4 <sup>th</sup> Due Date: July 15	<input type="checkbox"/> <b>Due Date #1: August 1 – September 10</b> 1 <sup>st</sup> Due Date: Time of Enrollment 2 <sup>nd</sup> Due Date: September 15 3 <sup>rd</sup> Due Date: October 15 4 <sup>th</sup> Due Date: November 15	<input type="checkbox"/> <b>Due Date #1: December 1 – January 10</b> 1 <sup>st</sup> Due Date: Time of Enrollment 2 <sup>nd</sup> Due Date: January 15 3 <sup>rd</sup> Due Date: February 15 4 <sup>th</sup> Due Date: March 15
<input type="checkbox"/> <b>Due Date #2: May 11 – May 26</b> 1 <sup>st</sup> + 2 <sup>nd</sup> Due Date: Time of Enrollment 3 <sup>rd</sup> Due Date: June 15 4 <sup>th</sup> Due Date: July 15	<input type="checkbox"/> <b>Due Date #2: September 11 – September 26</b> 1 <sup>st</sup> + 2 <sup>nd</sup> Due Date: Time of Enrollment 3 <sup>rd</sup> Due Date: October 15 4 <sup>th</sup> Due Date: November 15	<input type="checkbox"/> <b>Due Date #2: January 11 – January 26</b> 1 <sup>st</sup> + 2 <sup>nd</sup> Due Date: Time of Enrollment 3 <sup>rd</sup> Due Date: February 15 4 <sup>th</sup> Due Date: March 15

**2. Calculate Amount Due:**

- Due Date #1: 25% of the total current term balance + Enrollment Fee
- Due Date #2: 50% of the total current term balance + Enrollment Fee

Item	Your Calculation	Example Due Date 1 25%	Example Due Date 2 50%
Total Current Term Balance:		\$1,000	\$1,000
<b>Down Payment:</b>			
<input type="checkbox"/> Due Date #1: Total Balance x 25%		250	x
<input type="checkbox"/> Due Date #2: Total Balance x 50%		x	500
<b>Enrollment Fee:</b>			
\$25 for current term charges	\$25	\$25	\$25
<b>Total Due:</b> (down payment + enrollment fee)		<b>\$275</b>	<b>\$525</b>

**3. Paper Payment Plan Enrollment Acknowledgements:**

- **Previous cash, check(s), money order(s), or online payment(s) will not be considered** toward the down payment calculation and may *not* be used to enroll via the paper plan.
- **The Payment Plan Enrollment Form must be submitted with your required payment in the same envelope.**
- Failure to submit both the Payment Plan Enrollment Form *and* the required payment will result in denial of payment plan enrollment.
- Paper Enrollment Forms submitted *after* the selected enrollment period are subject to denial.
- I have read and understand Page 1 and Page 2 of 4 PAY - PAYMENT PLAN ENROLLMENT FORM.

I, the below signed, have read and understand all of the provisions of the Payment Plan as defined on Page 1 and 2, and hereby promise to pay all charges and fees applied to my account.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_