

Payment Plan Agreement

In our continuing efforts to assist our students, University of Maryland Eastern Shore offers a monthly payment plan as an alternative to standard payment arrangements for all semesters. The monthly payment plan enables families to pay college billed expenses in regular monthly payments without incurring interest charges. The cost is a \$25.00 enrollment fee (per semester) for Fall and Spring semesters to cover administrative expenses. There is no charge for enrollment during Winter and Summer sessions.

Three plans are available for the semester, the five, four, and three monthly payment plans. Enrollment will be done via the “confirm” button found on the Hawkweb self serve web. The amount to be budgeted will be calculated for you. Once you electronically affix your signature to the confirmation form your payment plan will appear. The first payment is due by the 15th of the next month after setup. Payments are due by the 15th of each month, even if the University does not generate statement. The payment plan requires re-enrollment for each semester to be budgeted on the plan. Each payment plan must be paid prior to the next semester. If you have questions please contact the UMES payment plan administrator at 410-651-7560 or ycuffee@umes.edu.

Only charges billed by UMES may be budgeted (i.e. books, off campus expenses, etc. cannot be budgeted). The non refundable \$25.00 enrollment fee will be charged to your account upon receipt of the signed Payment Confirmation form.

When calculating budget needs, we realize the student may not be aware of all the financial aid available for the coming academic year. For this reason, the semester budget may be estimated for the purpose of enrolling in the monthly payment plan. The budgeted amount can be changed during the course of the plan, upward or downward, when more accurate information becomes available. Please contact the Student Accounts Office to update the budget. The University reserves the right to re-budget accounts as additional mandatory charges are incurred. (e.g., charges are added for meals, housing, etc., which were not originally budgeted.). There is no penalty for prepayment. Refunds or credits will be handled according to the standard University policies and procedures. Withdrawal from the University does not constitute withdrawal from the payment plan. Contact the Student Accounts Office to withdraw/adjust the plan accordingly.

The plan enrollment fee is non-refundable. Should a payment be returned for insufficient funds, the University will assess an additional \$25.00 service charge. All payment plans must be paid in full by 15th of the last month of the semester. Failure to make monthly installment payments will result any remaining balance on the account becoming due and payable in full. Should the account be remanded to the State of Maryland Central Collection Unit for collection, a fee of 17% or greater will be added to the principal balance. Please visit Collection Procedures on Past Due Accounts for additional information.