



## Business Office Tuition Payment Plan

Please indicate the payment plan you will use for paying tuition, room, board and fees for the fall semester. **To avoid having the student's registration and/or housing assignment withdrawn, complete and return this form to the Business Office by July 29, 2021.** If you have questions, please contact the Business Office at 1-800-944-3066.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PLAN I: SEMESTER PAYMENT IN FULL PLAN

Total Amount Paid for Fall Semester \$ \_\_\_\_\_ Other Details: \_\_\_\_\_

Full payment for the fall semester must be completed by August 10th. All funds must be drawn from a U.S. bank.

\_\_\_\_\_  
Payer Signature

\_\_\_\_\_  
Payer Name – please print

### PLAN II: MONTHLY AUTOMATIC PAYMENT PLAN - AUTHORIZATION FOR AUTOMATIC PAYMENT

Financed for Fall Semester: \$ \_\_\_\_\_ + \$25 = \$ \_\_\_\_\_ divided by 3 Months = \$ \_\_\_\_\_ Monthly Withdrawal

Payments are made automatically from your checking or savings account on any U.S. bank directly to Bethany Lutheran College's account. This is done over a three month period beginning in August and ending in October. Finance charges will not accrue on this plan unless a payment is late. However, there is a non-refundable \$25 processing fee per semester for the plan. If you have extenuating circumstances that prevent you from paying over three months you may file an appeal with the Business Office.

#### COMPLETE THE AUTHORIZATION BELOW AND ATTACH A VOIDED CHECK

I authorize Bethany Lutheran College and the bank named below to initiate entries to my checking/savings account for the months indicated below. I can stop payment of any entry by notifying my bank 3 days before my account is charged. I can have the amount of an erroneous charge credited to my account up to 15 days following issuance of my bank statement or 60 days after posting, whichever occurs first. Date of the first withdrawal is August 10th.

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Payer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address of Financial Institution

\_\_\_\_\_  
Payer Name – please print

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Payer E-mail Address

\_\_\_\_\_  
Checking/Savings Bank Routing (ABA) Number (9 digits)

\_\_\_\_\_  
Checking/Savings Account Number

*ACH Payments will be processed August 10, September 10, and October 12, 2021.*

**ATTACH VOIDED CHECK HERE**

### PLAN III: CREDIT CARD PAYMENT PLAN

Bethany Lutheran College will accept your credit or debit card for payment of a student's tuition and other educational expenses. This can be done in two ways. You can pay the entire amount due for the semester by August 10th with no added processing fees or finance charges. You can also choose to pay for the semester in three equal installments beginning August 10th and ending October 10<sup>th</sup> for a \$25 per semester (non-refundable) processing fee. Finance charges will not accrue on this plan unless a payment is late. Please make your choice below:

**Total Amount for Fall Semester Charged to Credit/Debit Card on August 10, 2021:** \$ \_\_\_\_\_ **or**  
**Amount Financed by Credit/Debit Card for Fall Semester** \$ \_\_\_\_\_ **+ \$25 = \$ \_\_\_\_\_ divided by 3 Months =**  
**\$ \_\_\_\_\_ will be charged to the account on August 10, September 10, and October 12, 2021.**

**To process your payment please enter the information below:**

\_\_\_\_\_  
Student Name – please print

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Payer Name – please print

\_\_\_\_\_  
Payer Signature

\_\_\_\_\_  
Payer Phone Number

\_\_\_\_\_  
Payer E-mail Address

Name on Card: \_\_\_\_\_

Expiration Date of Card: \_\_\_\_\_

Type of Card (check one): ☐ VISA      ☐ MASTERCARD      ☐ DISCOVER

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Account Number: \_\_\_\_\_  
(16 digits)

Card Security Code (3or 4 digit number): \_\_\_\_\_

This portion of the form will be shredded after your account is set up in accordance with Payment Card Industry Security Standards.

**PLEASE RETURN THIS FORM TO:**    **BETHANY LUTHERAN COLLEGE**  
   **BUSINESS OFFICE**  
   **700 LUTHER DRIVE**  
   **MANKATO, MN 56001-6163**

**(507) 344-7000 or 1-800-944-3066**

**Business Office Use:**

F/C \_\_\_\_\_  
PPF \_\_\_\_\_

Spreadsheet \_\_\_\_\_  
Bank \_\_\_\_\_