



Business Office Tuition Payment Plan

Please indicate the payment plan you will use for paying tuition, housing, meal plan and fees for the spring semester. **To avoid having the student's registration and/or housing assignment withdrawn, complete and return this form to the Business Office by December 29, 2023.** Official Grade Transcripts for a student transferring from Bethany Lutheran College at the end of any term will not be sent until the account is paid in full, nor will a student be conferred with a degree unless the account is paid in full. If you have questions, please contact the Business Office at 507-344-7304.

Student Name: _____ Student ID#: _____ Date: ____/____/____

PLAN I: Self Pay online, mail in payment or at Business Office window

Total Amount Paid for Spring Semester \$ _____ Other Details: _____

PLAN II: AUTOMATIC PAYMENT PLAN - AUTHORIZATION FOR AUTOMATIC PAYMENT

Total Amount for Spring Semester paid in full on January 10, 2024 \$ _____ no processing fee

Financed for Spring Semester: \$ _____ + \$25 = \$ _____ divided by 3 Months = \$ _____ Monthly Withdrawal

Payments are made automatically from your checking or savings account from any U.S.A. bank directly to Bethany Lutheran College's account. This is done over a three month period beginning in January and ending in March. 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 any balance remains outstanding after the March payment, a statement will be mailed to you for a final payment due by April 10th.

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 January 10th.

Name of Financial Institution

Payer Signature

Date

Street Address of Financial Institution

Payer Name – please print

City State Zip

Payer E-mail Address

Bank Routing (ABA) Number (9 digits)

Checking Account Number

Savings Account Number

ACH Payments will be processed January 10, February 12 and March 11, 2024.

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 January 10th with no added processing fees or finance charges. You can also choose to pay for the semester in three equal installments beginning January 10th and ending March 10th for a \$25 per semester (non-refundable) processing fee. Finance charges will not accrue on this plan unless a payment is late. **If using a debit card, check with your bank on your transaction limit.** Please make your choice below:

Total Amount for Spring Semester Charged to Credit/Debit Card on January 10, 2024: \$ _____ **or**
Amount Financed by Credit/Debit Card for Spring Semester \$ _____ + \$25 = \$ _____ **divided by 3 Months =**
\$ _____ **will be charged to the account on January 10, February 12, and March 11, 2024.**

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

Account Number: _____
(16 digits)

Card Security Code (3 or 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) 344-7304**

Business Office Use:

F/C _____
PPF _____

Spreadsheet _____
Bank _____