Payment Plans
for Students and Parents/Other Payers

Last updated: April 27, 2015
Step 1: To enroll in a payment plan, click on the “Payment Plans” tab on the main page (My Account).
Step 2: Click on the “Enroll Now” button.

Note: The payment plan is for one term (“Summer 2015”). Students and families decide for which terms they would like to be enrolled. Enrollment for the plan begins on the day that term’s bill is posted in D-Pay. To avoid late charges, please pay your balance or enroll in a payment plan on or before the due date of the bill for the given term. While you may still enroll in a payment plan after the bill due date, you may incur late charges if you decide to do this.

Undergraduate students will see their plan in D-Pay.

Graduate and professional school students: Please contact the Student Financial Services office to gain access to your program’s payment plan.

International students: If you would like to enroll in a payment plan and you do not have a US-based checking or savings account, please contact Student Financial Services for instructions. If you have a US-based checking or savings account, you may enroll in the plan following the directions in this guide.
Step 3: Select the term using the drop-down arrow and then click on the “Select” button. You will always select the term that matches your newly issued bill.
Step 4: Review the plan. Undergraduate and graduate and professional school student plans all consist of three payments due on fixed dates throughout the term. In order to “check in” for a future term, a prior term’s payment plan must have been paid in full. There is a $25 setup fee to enroll in a payment plan for each term.

Note: If you have a balance due from a previous term, you may not be permitted to enroll in a payment plan for the next term. If you have no charges with balances (due to prepayment or financial aid), you may not be permitted to enroll in a payment plan.
Step 5: Review the charges/credits and then click on the “Display Schedule” button. Virtually all charges are eligible for the plan. You will see them summed here by category. The detail may be viewed by clicking on the “eStatements” tab. In the example above, the financial aid is pending but is still counting as a credit towards the bill.

Note: You may choose to make a down payment at the time of enrollment. This has the effect of making the plan into 4 payments. With a down payment, the three subsequent payments will be lower. The down payment is optional.

Outside scholarships: If you are enrolling in a payment plan, have an outside scholarship, and would like the outside scholarship to be reflected in your plan, please E-mail Student Financial Services. Your scholarship will be entered; this will lower the amount to be covered by your payment plan.
Step 6: Review the payment schedule and amounts. The setup fee for is due at the time of enrollment. The due dates may be weekends or holidays. You may schedule individual payments by clicking on the “Payments” tab, even if you choose “No” on the automatic payments question above. This gives you the opportunity to make your installment payments on time even if you are unable to access a computer on a due date, all without having to commit to automatic payments for all three installments.
Step 7: Select the payment method. If you do not have a saved payment method, you will create one and give it a name (“Velma’s checking” or “My checking”) by entering your banking information. The payment method is for ACH (Automated Clearinghouse) or an electronic check. The next page shows one version of the disclosure. The language will vary depending upon whether you choose to automatically schedule installment payments.
By agreeing and continuing, you will also be submitting a payment today of $25.00 as a part of your enrollment.

<table>
<thead>
<tr>
<th>Select Payment Plan</th>
<th>Schedule Payment Plan</th>
<th>Select Payment Method</th>
<th>Payment Plan Agreement</th>
<th>Payment Agreement</th>
</tr>
</thead>
</table>

Please read the following agreement carefully before you continue.

**Annual Percentage Rate** | The cost of your credit as a yearly rate. | 0.00% |
**Finance Charge** | The dollar amount the credit will cost you, including all fees. | $25.00 |
**Amount Financed** | The amount of credit provided to you or on your behalf. | $15,408.00 |
**Total of Payments** | The amount you will have paid after you have made all payments as scheduled. | $15,433.00 |

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Velma R. Test**, hereby agree to pay the balance deferred as stated in this agreement in 3 installment payments on or before the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any future charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of $25.00. I also understand that failure to meet the terms of this agreement may entitle **Dartmouth College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of $5,136.00 due on 6/28/15.
Installment 2 in the amount of $5,136.00 due on 7/28/15.
Installment 3 in the amount of $5,136.00 due on 8/28/15.
This agreement is dated Tuesday, April 7, 2015.
For fraud detection purposes, your Internet address has been logged:
129.170.103.95 at 4/7/15 11:19:04 AM EDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact **Student.Financial.Services@dartmouth.edu.**

Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

☐ I Agree

Continue | View Worksheet | Print Agreement | Back | Cancel

Step 8: Review the disclosure. Check the “I Agree” box and then click on the “Continue” button. In this step, you agree to the terms of the payment plan.
I hereby authorize **Dartmouth College** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **$25.00** return fee will be added to my student account.

**Name:** John Doe  
**Address:**  
**Depository:** BANK OF AMERICA N.A  
PO BOX 27025  
RICHMOND, VA 23281-7025  
Routing Number: 011000390  
Account Number: xxxx567  
This agreement is dated Tuesday, April 7, 2015.

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: Student.Financial.Services@dartmouth.edu

I agree to the above terms and conditions.

<table>
<thead>
<tr>
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</table>

**Step 9:** Review the authorization. Click the “I agree...” box and then click on the “Continue” button. In this step, you agree to pay the $25 setup fee immediately.
**Payment Receipt**

Thank you. Your changes have been saved.
Thank you, your payment was processed successfully.
Your enrollment in Undergraduate Payment Plan was processed successfully.

<table>
<thead>
<tr>
<th>Payment Confirmation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment date:</td>
<td>4/7/15</td>
</tr>
<tr>
<td>Payment Time:</td>
<td>11:21:04</td>
</tr>
<tr>
<td>Name of Payee:</td>
<td>Dartmouth College</td>
</tr>
<tr>
<td>Name on Bank Account:</td>
<td>John Doe</td>
</tr>
<tr>
<td>Bank Account Type:</td>
<td>Checking</td>
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<tr>
<td>Account number:</td>
<td>xxxx567</td>
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<tr>
<td>Depository:</td>
<td>BANK OF AMERICA N.A. PO BOX 27025 RICHMOND, VA 232617025</td>
</tr>
<tr>
<td>Amount Paid:</td>
<td>$25.00</td>
</tr>
<tr>
<td>Student Name:</td>
<td>Velma R. Test</td>
</tr>
<tr>
<td>Confirmation Number:</td>
<td>236</td>
</tr>
</tbody>
</table>

Please print this page for your records.

Success! You now have a receipt for today’s setup fee and confirmation that you have successfully enrolled in the payment plan.
You may view the payment plan installments, amounts, and due dates by clicking on the “Payment Plans” tab.
You will now see a “Payment Plans” section on the “My Account” page.

You may make an installment payment, schedule a payment or edit a scheduled payment by clicking on the “Make a Payment” button or by clicking on the “Payments” tab. Any payment that is made to the student account applies to the installments sequentially (the first payment applies to the first installment), including partial payments. Changes to financial aid/scholarships are applied proportionally (an increased aid package will result in lower installment payments rather than completely paying off the first installment).

A brief note about recalculation: The payment plans are recalculated nightly. This means that the installment amounts may change as the student account balance changes (due to new charges, new payments, reversed charges, reversed payments, financial aid changes, and so on). The tight integration between D-Pay and the student account enables you and your family to always know exactly what you owe and when it is due. The D-Pay system will send E-mail notices when the installment amounts go up. Recalculation will occur up to 14 days before an installment is due. The pause in recalculation around installment due dates ensures that you can be confident of the installment amount due, regardless of changes in the student account at that time. The Student Financial Services staff will gladly walk you through your account or your student’s account so that you understand how a given installment is calculated based on the transactions in the student account.