

**COVID-19 Hardship Payment Plan Agreement**  
**College of Eastern Idaho**  
**Summer 2020**

I, \_\_\_\_\_ promise to pay the College of Eastern Idaho the full amount of my tuition & fees.  
Name

**\*\* For the Covid-19 hardship payment plan to be in effect this agreement needs to be signed and returned to the Business Office by May 22, 2020. Please see business office for more details.**

Please describe your hardship and how you plan to pay your tuition and fees.

**\* Please initial each section verifying that you have read and understand the terms of this payment agreement.**

\*        **Personally Responsible** – I owe the full amount of tuition/fees and am personally responsible for making the above payments. If I add or drop a class I am responsible to check Self-Service to view my adjusted balance. I will not be allowed to register for additional classes or for future semesters until the balance is paid in full.

\*        **Payments** – I will make regular payments based on my financial situation until my balance is paid in full. I understand I need to make a payment every month. If I am able to pay more often I will. If I cannot make a payment I need to communicate with the Business Office and inform them of my situation.

\*        **Due Date** – I understand the full amount of tuition & fees must be paid by **July 17, 2020**.

\*        **Financial Aid** – If I receive Financial Aid or other financial assistance, I understand the College may use those funds to reduce or pay off the balance of my account before I receive any money from such aid. **If I “do not” receive Financial Aid, or my awards are adjusted, I understand that I am personally responsible for making the payments due on my account.**

\*        **Financial Holds** – The College will not issue transcripts and reserves the right to withhold my grades, diplomas, subsequent registration, etc., until my account is paid in full.

\*        **Failure to Pay** – I understand that if I fail to pay off my account balance by the due date, the College can require immediate payment of the entire balance. The College may refer the account to an outside collection agency and an additional 33% of the outstanding balance will be added to my account.

\*        **SEE THE ACADEMIC CALENDAR FOR THE LAST DAY TO RECEIVE A 100% REFUND. IF I WITHDRAW AFTER THIS DATE, I UNDERSTAND I WILL STILL OWE TUITION AND FEES.**

\*        **How to Pay** – I can pay my tuition and fees using self-service or in person or over the phone.

Please print clearly:

Name \_\_\_\_\_ CEI Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**I agree to the above term and conditions: Signature \_\_\_\_\_ Date \_\_\_\_\_**

**If student under age 18 -- Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_**

**CEI USE ONLY**

Anticipated Financial Aid amount at time of signing \_\_\_\_\_

ID verified \_\_\_\_\_ CEI Approval \_\_\_\_\_ DATE \_\_\_\_\_