



SIENA HEIGHTS UNIVERSITY
Adrian, Michigan

FINANCIAL AGREEMENT

Graduate and Global Students Fall 2024

STUDENT NAME _____ **ID#** _____

Please verify that you have completed all required steps to finalize your Fall 2024 student account, select one of the options below and sign. **Full Payment, Installment Payment Plan, Financial Aid or applicable combinations must cover your balance.**

FA-1 Full Payment: Due August 23, 2024

FA-2 Full Payment: Due October 18, 2024

The preferred method of payment is online or mail.

Directions for Credit Card (convenience fees will be applied) or ACH/ direct checking account (no fee applied) web only:

- Log in to MySiena portal.
- Click on the Transact ePayment and Pay Plan link under the heading "Paying for College". Payments may be withdrawn directly from your checking or savings account at no charge. MasterCard, VISA, Discover and American Express cards are accepted but a 2.85% convenience fee will be charged. Your Statement of Account will be updated immediately.
- The service fee for international card payment will be 4.25%
- The minimum service fee for card transactions over \$20 and less than \$106 will be \$3.
- If a parent or other third party will be making payments to your account, students may send a Payer Invitation. They will be directed to MySiena to follow the quick link *Pay Bill Online*

You may still use the options listed below if you do not have online access.

- In person: Check or Money Order made out to Siena Heights University or cash.
- By Mail: Check or Money Order made out to Siena Heights University, addressed to the Attn: Student Financial Services, 1247 E. Siena Heights Dr., Adrian, MI 49221 and include your student ID # on the check.

Installment Payment Plan: Enrollment by July 19 for 5 Pay-payment plan

The Transact installment payment plans are the only plans now available at Siena Heights University.

- To enroll, go to the MySiena portal under the heading "Paying for College" and follow the link for Transact Payments. If a parent or other third party will be making payments to your account students should send a Payer Invitation.

ALL INSTALLMENT PLAN PAYMENTS MUST BE MADE ONLINE TO RECEIVE PROPER CREDIT!

Cost to enroll is \$25 per session (the enrollment fee is non-refundable)

\$10.00 late payment fee will be applied after a 5-day grace period.

Financial Aid: Finalize by August 23, 2024

- 2024-2025 FAFSA must be filed to be considered for Financial Aid.
- New students must complete the three step Federal Direct Loan process before loans can be certified.
- Continuing students must accept loans on MySiena.
- Any balance not covered by grants and loans, must be paid by the session due date to avoid paying a deferred payment fee.

Other (Please specify and attach all documentation if applicable)

Example: 3rd Party Billing – attach current session voucher, outside scholarships, etc.

ACCOUNT BALANCES NOT COVERED WILL BE ASSESSED A \$150 DEFERRED PAYMENT FEE EACH SUB-SESSION

I hereby acknowledge responsibility for any balance due to Siena Heights University for the student named above. I understand that the Siena Heights University Student Financial Services reserves the right to correct all errors in computation and adjust my student account accordingly. I also understand that failure to return this form with the appropriate payment **by each sub-session due date will result in a \$150 deferred payment fee.** Failure to pay my overdue account balance may result in my account being sent to a collection agency. I understand that I will be responsible for any collection costs that may be added to my account. Unpaid balances will restrict registration.

Student Signature _____

Date _____

PLEASE RETURN TO: Student Financial Services, Patricia A. Erickson Enrollment & Welcome Center, Room 143, 1247 E. Siena Heights Drive, Adrian, MI 49221 Fax # 517-264-7728 or e-mail to: studentfinancials@sienaheights.edu

2024-2025 FAFSA WWW.STUDENTAID.GOV

FAFSA FILING BEGINS DECEMBER!
MEET THE SIENA HEIGHTS PRIORITY FILING
DEADLINE OF **JULY 1ST**!

- **DECEMBER 2023**-USE 2022 INCOME TAX INFORMATION!
- **FEBRUARY 1, 2024**- CHECK FOR 24-25 MISSING/RECEIVED DOCUMENTS!
- **MARCH 2024**- REGISTER FOR FALL 2024 CLASSES!
- **APRIL 1, 2024**- HAVE EVERYTHING COMPLETED BEFORE THE END OF YOUR CURRENT SEMESTER!

