Payment Plan Enrollment Agreement

This payment plan allows students to pay a term's tuition in four equal installments throughout the term.

- You will be charged a non-refundable $50 to participate in the Payment Plan.
- Your first installment is due prior to the start of the semester where you will owe 25% of your total invoice.
- Your three remaining installments will be due monthly. Each installment will be 25% of your total invoice.
- You may pay more than the minimum amount at any time by changing the payment amount on the bottom of the payment page.
- It is important to make payments by the due dates to avoid a non-refundable late payment fee of $25 and have a financial lock placed on your account.
- If any payments are returned for insufficient funds, you will be charged a $30.00 fee.
- No final grades or transcripts may be available to you until your term invoice is paid in full.

Other Important Details:

- Enrollment in the payment plan must be done for each term you intend to use the payment plan option.
- Refunds for withdrawals will be processed according to our school's tuition refund policy at the following link: https://holyapostles.edu/tuition-and-financial/aid/
- Please note, none of the plan's fees are refundable at any time. If at any time you wish to withdraw from your course(s), you must reach out to your Student Success advisor.

Payment Options:

- You may make payment through your Populi account by clicking on the "financial tab" then clicking on the box labeled "make a payment."
- Online by credit/debit card (will be charged a 2.9% service fee)
- Online by e-check or ACH
- Mail a check to our business office by the due date.

  Mailing address: Holy Apostles College & Seminary
  Attn: Business Office
  33 Prospect Hill Road
  Cromwell, CT 06416

This agreement is an acknowledgement that you have read and agree to the terms of the payment plan along with all charges we have established for you. You are responsible for all charges imposed and agree to pay in full by the due dates. You must electronically sign and agree to this plan to participate.

All questions concerning the Payment Plan should be sent to Reverie Santos in our Business Office at: busoffice@holyapostles.edu -or- 860-632-3050.