



TUITION INSTALLMENT PROGRAM

OFFICE OF STUDENT ACCOUNTS
Woodland Road . . . Pittsburgh, PA 15232

800-837-1610 . . . www.chatham.edu

TUITION INSTALLMENT PROGRAM

The **Chatham University Tuition Installment Program** is a semester based, interest-free payment program that allows students to finance tuition and fees over four monthly installments. Designed to ease the burden of paying for college, this payment program helps many Chatham students and families pay the balance due each semester that is not covered by financial aid assistance.

ELIGIBILITY

To enroll in the Tuition Installment Program, students must be registered for classes and be in good financial standing with the Office of Student Accounts. The Tuition Installment Program is offered for the fall and spring terms. Students are required to apply for enrollment at the start of each term.

CHARGES AND FEES

There are no finance charges associated with the Tuition Installment Program provided monthly payments are made on time and account balances are paid in full by the end of the semester. Any unpaid balance remaining on an account at the end of a term will be referred to collections and are subject to interest at a rate of 15% APR. In addition, late fees and collection costs may be assessed.

A late payment fee of \$35 will be assessed for any payment not received by the invoice due date. In addition a \$50 fee will be assessed for payments returned for any reason.

HOW TO APPLY

To apply for the Tuition Installment Program, complete the enclosed application and **submit it with your first installment payment** made payable to:

Chatham University
Office of Student Accounts
Woodland Road
Pittsburgh, PA 15232

Your projected monthly installment amount will be listed on your initial term invoice each semester under “Minimum Payment.” Upon receipt of your completed application and initial payment, Chatham University will review your application for approval. Upon approval your tuition installment account will be established. You will then receive an official confirmation letter, two copies of an installment contract, and a payment schedule from the Office of Student Accounts. One copy of the installment contract must be signed and returned within 15 days in order to finalize your enrollment. Once enrollment is finalized a new installment contract may be required for any change in the amount financed which is greater than \$500.

If you wish to take full advantage of the Tuition Installment Program and avoid a late financial clearance fee, your completed application and initial payment must be received by the published tuition due date each term.

ONLINE ACCESS

The Tuition Installment Application can also be accessed online at www.chatham.edu/admissions/tuition/options. Once completed, the **application and first payment** should be mailed to the Office of Student Accounts at the address to the left.

HOW TO MAKE PAYMENTS

Participants in the Tuition Installment Program will be issued a monthly invoice for their payments. In addition students can view account balance information online through the student portal at www.chatham.edu. Payments are due by the due date listed on each invoice and can be made by mail, by phone, in person, or online at www.portal.chatham.edu.

QUESTIONS?

All questions regarding the Chatham University Tuition Installment Program should be directed to the Office of Student Accounts at 800-837-1610.

