

**MONTANA STATE UNIVERSITY - BILLINGS**  
**INSTALLMENT LOAN CONTRACT FOR DEFERRED PAYMENT OF FEES** Student's

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

Student SSN/ITIN \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

The Board of Regents of the University System has authorized the payment of university expenses on an installment basis. The non-refundable service charge for this service is **\$30.00**. Subject to the terms and conditions as stated, MSU Billings students may arrange payment of tuition, fees, room, board, and Ucard on an installment basis. Payments are required as follows:

**Spring 2024 Installment Payment Dates**

1/4 payment due by January 17, 2024

1/4 payment due by March 1, 2024

1/4 payment due by April 1, 2024

1/4 payment due by May 1, 2024

Payments are to be made to the MSU Billings, Student Accounts **on or before** the payment date. A **\$15.00 late charge** will be assessed for each late installment. In addition, a **\$40.00 late payment fee** will be assessed for failure to make your initial payment by the 3<sup>rd</sup> day of classes.

If you **OFFICIALLY WITHDRAW** from MSU Billings during the first 15 class days, any tuition or housing refund due you, will be applied to your contract. You must then pay the balance of the contract. (To **OFFICIALLY WITHDRAW** you **MUST** complete a withdrawal form at the Advising Center). **Students withdrawing from school after the 15<sup>th</sup> day will not receive a refund and are required to pay any outstanding balance in full.**

You are bound to all terms and conditions of the MSU Billings catalog that you agreed to by signing the admissions application. Any debt remaining must be paid before the student can re-enroll, graduate, or receive a transcript, and the student may be ineligible to defer payments in the future. All legal means will be used to collect any unpaid loans. You agree to reimburse us the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees we incur in such collection efforts. MSU Billings reserves the right to involuntarily withdraw the registration and/or cancel the room contract of any student for failure to meet the terms of the installment contract.

A. Current Balance A \_\_\_\_\_

B. Service Charge B **\$30.00**

C. Total Amount Due (A + B) = C \_\_\_\_\_

D. Due Now (C ÷ 4) = D \_\_\_\_\_

E. Total Amount Deferred (C - D) = E \_\_\_\_\_

F. Three payments in the amount of \$ \_\_\_\_\_ (E ÷ 3) must be paid as specified above. Any scholarship, loan, grant, stipend, or other financial aid issued by MSU Billings or received as agent on behalf of the student for this financial year will be applied first to the student's outstanding balance.

**I HAVE READ THE STATEMENT OF DEFERRED INSTALLMENT CONTRACT AND AGREE TO THE TERMS AND CONDITIONS AS STATED.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_ Submit to MSUB

**Mail to:** 1500 University Drive, Billings, MT 59101 **Email to:** [businessoffice@msubillings.edu](mailto:businessoffice@msubillings.edu) **Fax to:** 406-657-2051