



# University of the Virgin Islands

*Business and Fiscal Affairs*

*Historically American. Uniquely Caribbean. Globally Interactive .*

**DATE:**

## **PAYMENT ARRANGEMENT ON ACCOUNTS TO ACCEPT CHARGES**

I, \_\_\_\_\_ STUDENT#: \_\_\_\_\_

**HAVE AGREED TO THE PAYMENT ARRANGEMENT BELOW TO AVOID THE PURGE PROCESS.**

AMOUNT FINANCED:

	-	\$45 ADMINISTRATIVE FEE ADDED
PAYMENT 1:	\$ _____ -	DUE DATE: Friday, January 6, 2023
PAYMENT 2:	\$ _____ -	DUE DATE: Wednesday, February 1, 2023
PAYMENT 3:	\$ _____ -	DUE DATE: Wednesday, March 1, 2023
PAYMENT 4:	\$ _____ -	DUE DATE: Friday, April 1, 2023

**IN THE EVENT THE ABOVE PAYMENT DATES ARE NOT WORKING DAYS THE FOLLOWING BUSINESS DAY IS WHEN PAYMENT IS DUE**

SEMESTER REGISTERED FOR: **SPRING 2023**

WITH THE ARRANGEMENT IN PLACE, I HAVE AGREED TO THE FOLLOWING:

1. THE SPRING 2023 SEMESTER HAS TO BE PAID IN FULL ON OR BEFORE

**Friday, April 1, 2023**

2. A HOLD WILL BE PLACED AND REMAIN ON THE ACCOUNT IF CONSECUTIVE MONTHLY PAYMENTS ARE NOT MET.

A HOLD RESTRICTS THE FOLLOWING:

- FUTURE CLASS REGISTRATIONS
- ISSUANCE OF TRANSCRIPTS
- ISSUANCE OF ENROLLMENT VERIFICATION LETTERS
- REVIEW OF ACADEMIC RECORDS

3. IF PAYMENT TERMS ARE NOT MET, I UNDERSTAND THAT UVI MAY SUBMIT THE DEFAULT ON MY PAYMENTS TO A COLLECTION AGENCY THAT MAY AFFECT MY CREDIT RATING.

MY SIGNATURE BELOW CONFIRMS MY UNDERSTANDING AND AGREEMENT TO THE ABOVE TERMS.

SIGNATURE

CONTACT #

EMAIL ADDRESS

APPROVED BY

**Please fill out and email to [cashierstt@uvi.edu](mailto:cashierstt@uvi.edu) OR [cashierstx@uvi.edu](mailto:cashierstx@uvi.edu)**