



## Payment Plan Request Form

**College students:** The person submitting this form **MUST** be listed on the student's FERPA form on file with Bard College at Simon's Rock.

**College & Academy:** The Payment Plan must be requested by **August 1** for the Fall semester and **January 3** for the Spring semester. Completed forms may be mailed to Bard College at Simon's Rock, Student Accounts, 84 Alford Road, Great Barrington, MA 01230 or emailed to [billing@simons-rock.edu](mailto:billing@simons-rock.edu).

Student's name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Bard Academy & College at Simon's Rock offers a Payment Plan which allows families to make three to five monthly payments for the Total Comprehensive Fee\*. There is a \$50.00 charge per semester for this service.

If the Payment Plan is not selected, then the Total Comprehensive Fee\* must be paid in full for each semester before the student arrives on campus for the Fall semester and the Spring semester.

**Please check if you wish to use the Payment Plan:**

\_\_\_\_\_ **I wish to use** the Payment Plan to pay the **Fall** Total Comprehensive Fee. The payments for the Fall semester are due before June 30, July 30, August 30, September 30, and October 30.

\_\_\_\_\_ **I wish to use** the Payment Plan to pay the **Spring** Total Comprehensive Fee. The payments for the Spring semester are due before November 30, December 30, January 30, February 28, and March 30.

**\* The Total Comprehensive Fee includes: Tuition, Student Activity Fee, Campus Health Services Fee, and Campus Residence Fee.**

*I accept Bard Academy & College at Simon's Rock's tuition and fees according to the schedule outlined above. I also agree to pay any additional charges incurred by my student, such as book charges, lab fees, transportation fees, etc. I understand that failure to pay the balance due will result in the student's account not being in good standing for certain processes such as course registration, housing assignment, as well as the possibility of suspension from the Academy or College. Simon's Rock will charge a late fee if a monthly payment or installment payment is not received by the due date. In addition, if Simon's Rock is required to use the services of a collection agency to receive payment on a past due balance, a collection fee of 33.3% will be added to the past due balance.*

Name of person submitting this form: \_\_\_\_\_

Email address of person submitting this form: \_\_\_\_\_