Important Information about the Joyful Response (JR) Payment Plan:

1. **Complete a new form each semester in its entirety and only submit the form one time.** Please do not mail a paper form after submitting it electronically. Confirmation of receipt is not sent, if one is needed please submit via email and attach a read receipt. If any issues are found once verified, contact will be made via email.

2. Completed form MUST have a pen and ink signature on it. If an electronic signature is used, it must be time stamped and password protected. A typed signature is not acceptable.

3. Complete a separate form for each student.

4. **Draw dates are the 1st or 15th of the month ONLY.**

5. Maximum number of payments is 5 when the first payment is made directly to CUW/CUAA and the remaining 4 set up as automatic withdrawals.

6. If you select less than 4 automatic payments, the start date must start with the soonest available payment date (i.e., in September).

7. When on the payment plan, the balance must be paid in full by end of each term. If the joyful response plan does not cover the full balance due, ID Cards will not be extended to the end of the term & the outstanding balance hold will not be lifted.

8. Withdrawals from a checking account, savings account or LCEF Steward Account **ONLY.**

9. **Any changes** to the payment plan must be **authorized in writing** (email is acceptable) and require at least **three business days** notice prior to the draw date.

10. Any changes incurred during the term, such as Health Service charges, parking permits, etc., will **not** be included in the plan. These would create a balance due and would prevent further registration until paid for.

11. If you pay your account in full prior to the end of the term, you **must cancel any remaining payments or they will continue to be withdrawn.**

12. When on the payment plan your student ID expiration date is set to the end of the term, as long as the plan covers the entire balance due. However, your student account remains on a hold, if you need to register or change registration just stop by the cashiers/business office and tell us you’re on a payment plan and we will lift the hold for the day. The system used for the payment plan does not talk to the CUW billing system.

13. If a payment is returned, the plan is cancelled and you **must contact us to reinstate it.** The expiration date on your student ID card will also be adjusted accordingly. You will be notified of a returned payment by **email only.**

14. Be sure to include correct contact information, including email address.

15. Please discuss the JR Payment Plan with your student so they understand how the JR Payment Plan works. Work together to help them understand the financial part of going to CUW.

Don't hesitate to call with any questions you may have!
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Revised 08/2018