

## **The Bursar's Office Offers *Tuition Made E-Z Payment Plan***

***Tuition Made E-Z payment plan*** is a monthly tuition plan designed to make your tuition payments convenient and cost effective. Overall it is a 10 month payment plan that begins in June and ends in March. Payments are automatically withdrawn from your checking or savings account on the 15<sup>th</sup> of each month. Now you can make your tuition payment to Case Western Reserve University without the hassle of writing a check or paying postage.

***Tuition made E-Z*** offers an easy way to pay your tuition, keep your account current, and saves time and money every time you use it. Keeping your account current helps you avoid late fees, and electronic payments are never lost in the mail!

***Tuition made E-Z*** works like this:

- Complete the authorization agreement by using our website: <http://controller.case.edu/bursar/sar> or call our office to have the form mailed.
- Indicate the Payer's name and social security number.
- Indicate the Student's name and 7 digit ID number.
- Select the amount of the payment (minimum \$50.00).
- Submit a copy of voided check for checking account or voided deposit slip for savings account.
- Return the completed authorization to the CWRU /Bursar's Office, 10900 Euclid Avenue, Yost Hall #115, Cleveland, OH 44106-7043, fax 216-368-1929 or e-mail [bursar@case.edu](mailto:bursar@case.edu).

***Tuition Made E-Z*** begins when the authorization process is complete. Your payment is electronically transferred on the 15th of each month. Your payment is itemized on your bank statement each month. There is a ten-day verification process before the first payment is approved for the automatic payment. Authorization forms should be in our office at least 10 days prior to the automatic withdrawal date.

Before you select ***Tuition Made E-Z payment plan***, you may need more information:

- **What happens if you change banks?** Simply call CWRU Bursar's Office to request a new authorization agreement form or visit our website for the on line authorization agreement form and submit to our office. As soon as the updated authorization is processed, your payment will continue without interruption.
- **Can more money be taken from your account than you authorize?** No. Electronic funds transfers are regulated by federal agencies. Your designated amount of the monthly transaction cannot be changed without your authorization.
- **Can you change the designated account and amount of the monthly payment?** Yes, simply send us a new authorization agreement form.
- **What happens if you move?** You are required to notify the CWRU Bursar's Office when you're mailing address changes. Your electronic payment is not interrupted, as long as your checking account information remains the same.
- **Will you still receive billing statements?** Yes. Your billing statement reflects the status of the student's account, and other information you may require on a monthly basis.
- For additional information, please visit our website at: <http://controller.case.edu/bursar/sar>

**Tuition Made E-Z Payment Plan  
Authorization Agreement**

A) AUTHORIZATION

I authorize Case Western Reserve University to initiate monthly debit entries to my checking account on the fifteenth day of each month. I also authorize Case Western Reserve University to initiate credit entries or adjustments, if necessary.

This authorization remains in effect until Case Western Reserve University receives written notification, from me, of its termination in such time and manner to act on it. Written notification of termination must be sent to Case Western Reserve University, Student Accounts Receivable Office, 10900 Euclid Avenue, Cleveland, Ohio 44106-7043.

Payer's Name \_\_\_\_\_

Payer's Social Security No. \_\_\_\_\_

Payer's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Co-Signer (if joint account) \_\_\_\_\_ Date \_\_\_\_\_

B) BANK ACCOUNT INFORMATION

**PLEASE ATTACH A VOIDED CHECK, OR CLEAR COPY OF  
A CANCELLED CHECK TO THIS AUTHORIZATION. \***

BANK NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ROUTING NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

C) CONFIRMATION

Case Western Reserve University will provide a copy of the accepted agreement to the borrower. Case Western Reserve University may cancel this agreement at any time.

D) PAYMENT DISBURSEMENT

Please debit my checking account beginning:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Number of Payments \_\_\_\_\_ Monthly Deduction \_\_\_\_\_