



# Quarterly Installment Payment Plan Agreement

De Anza College offers qualified students two installment plan options to pay their fees:

- Domestic California students: All-fees Installment Payment Plan (IPP)
- Out-of-state or foreign students: Tuition-fee Installment Plan (TIP)

There is no additional fee to participate in either plan. Enrollment in a plan and initial payment must be made in person at the Cashier's Counter or online on the day students enroll in a plan. Last day to enroll in the plan is the 2<sup>nd</sup> Friday of a regular quarter or 1<sup>st</sup> Friday of Summer quarter.

De Anza College's payment policy: Payment in full is required at the time of registration and when adding subsequent classes. Any additional fees resulting from subsequent changes to registered classes after the initiation of a payment plan may be amended once upon request. Failure to pay the plan amount as agreed below will result in immediate collection measures including a hold on grades, diplomas, or transcripts and suspension of all registration services until fees are paid in full. De Anza College reserves the right to deny student's future participation in an installment payment plan based on their payment history. Cashier's Office is not responsible for any overdraft fee if student selects debit card as the means of payment.

Today's enrolled units: \_\_\_\_\_ Acknowledgement initial here: \_\_\_\_\_

Quarter/Year: \_\_\_\_\_/20\_\_\_\_\_

Student ID number: \_\_\_\_\_

Student's name (please print): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mailing Address (if different from permanent): \_\_\_\_\_ Home/Cell phone: \_\_\_\_\_

\_\_\_\_\_ Email address: \_\_\_\_\_

Billing address (for auto-payment use only) \_\_\_\_\_ Credit Card number (16 digits):

\_\_\_\_\_ Expiration date:

Cardholder's name (please print) \_\_\_\_\_ Cardholder's signature for authorizing automatic  
Payment #1-3 on due dates as indicated below.

**This section to be completed by Cashier's Office:** IPP/TIP #:    CODED: \_\_\_\_\_

\_\_\_\_\_ Copy returned to the student \_\_\_\_\_ Completed by: \_\_\_\_\_ Amended by: \_\_\_\_\_

Initial payment due TODAY: \$ \_\_\_\_\_ Today's date: \_\_\_\_\_ Amended on: \_\_\_\_\_

**TIP plan total: \$ \_\_\_\_\_ A: \$ \_\_\_\_\_** **IPP plan total: \$ \_\_\_\_\_ A: \$ \_\_\_\_\_**

Payment #1: due \$ \_\_\_\_\_ A: \$ \_\_\_\_\_

Payment #2 due \$ \_\_\_\_\_ A: \$ \_\_\_\_\_ \$ \_\_\_\_\_ A: \$ \_\_\_\_\_

Payment #3 due \$ \_\_\_\_\_ A: \$ \_\_\_\_\_ \$ \_\_\_\_\_ A: \$ \_\_\_\_\_

\*Fin. Aid funds will apply to installment payment plan charges before disbursing to Higher One.

*I, the undersigned, do hereby agree to all terms and conditions as stated above.*

\_\_\_\_\_  
Student's signature Date

Please remit this completed form and first payments to:  
De Anza College Cashier's Office  
21250 Stevens Creek Blvd.  
Cupertino, CA 95014-5793