

DOUBLE OCCUPANCY: PAYMENT OPTIONS

Regular Payment Plan		Financial Aid Payment Plan	
Double Occupancy 128 days x \$15.00	\$1,920.00	Double Occupancy 128 days x \$15.00	\$1,920.00
Mandatory activities fee (for both semesters)	\$25.00	Mandatory activities fee (for both semesters)	\$25.00
payment plan incurs a 3% finance fee of \$57.60	\$57.60	payment plan incurs a 3% finance fee of \$57.60	\$57.60
Total Cost: (\$1,920.00 + \$25.00 + \$57.60)	\$2,002.60	Total Cost: (\$1,920.00 + \$25.00 + \$57.60)	\$2,002.60
Pay in full by December 10 to avoid the 3% finance charge of \$57.60 – OR – Use the Regular Payment Plan	<i>Paid in Full</i> \$1,945.00	Financial aid (FA) students must make a \$250 down payment and provide a copy of their award letter by December 10, otherwise they must use the regular payment plan	
Regular Payment Plan		Financial Aid Payment Plan	
down payment due by December 10, 2015	\$502.60	down payment due by December 10, 2015 (plus FA letter)	\$250.00
1st payment due by Feb. 5, 2016	\$500.00	1st payment taken from FA on Jan. 15, 2016	\$252.60
2nd payment due by Mar. 5, 2016	\$500.00	2nd payment taken from FA on Feb. 5, 2016	\$500.00
3rd payment due by Apr. 5, 2016	\$500.00	3rd payment taken from FA on Mar. 4, 2016	\$500.00
		4th payment taken from FA on Apr. 15, 2016	\$500.00

Payment in full or the down payment, listed above, must be submitted by the due date listed above via check, money order or by using the credit card (CC) authorization form included in your packet, to the Director of Residence Life in the return envelope provided or it may be delivered in person to building 3000, room 3002 on main campus. All subsequent payments can be submitted via check or money order by the due date listed to 19733 Shasta College Drive, Redding, California 96003 or delivered to room 3002, or they can be made at the Shasta College Business Office in building 100 directly or sent by mail to the Business Office at P.O. Box 496006, Redding, CA 96049-6006. Proof of payment is to be delivered to the Director of Residence Life. Failure to pay your balance on time could result in termination of your housing contract. **If you want to make a semester payment you may do so by using your “My Shasta” account along with your access codes. You may call the Business Office at (530) 242-7687 to use a debit or credit card over the phone. Be prepared to provide the student’s ID number or social security number. You can only phone in the December 10th payment if you contact the housing office first at (530) 242-7739.** The Shasta College Business Office accepts checks, cash, debit or credit cards. The Housing Office can only accept checks, money orders, or a credit card authorization form.

Financial Aid: If you’ve been approved for financial aid (FA) and qualify for at least \$2,000 in FA per semester, then you may use the FA Payment Plan. You must make a \$250 payment **and** provide a copy of your FA award letter to the Housing Office no later than December 10. If you have not received your FA award letter by December 10, or if you do not qualify for enough FA, then you must use the “Regular” payment plan and make the down payment of \$502.60 by December 10. If the award letter and/or the down payment are not received by December 10, then you will forfeit your spot to someone on the wait list. **Out of state students are required to use the “Regular” payment plan regardless of financial aid approval, due to higher out of state registration fees.** All residents on FA should refer to the Financial Aid handout in their packet to see how FA and dorm fees are calculated. The amount that you will receive personally from FA, if any, will depend on how much FA you qualify for and what part of the semester that we are in. You’ll have out of pocket expenses up front that you’ll need money for such as books, food etc... Financial aid should only be considered a secondary means of making dorm payments. If your FA does not cover your dorm fees then you are held financially responsible.

Promissory Note:

I promise to pay by the due dates listed, all amounts owed on the payment schedule of the “License for Use of Housing”. I also agree to allow the Shasta College Business Office to deduct amounts owed to the District from all sources that I might receive through the District or funds that have been paid to the District on my behalf, including, but not limited to financial aid. I understand that unless payment is received in full as agreed to in the conditions of the License, my account will be sent to collections, the Credit Bureau will be notified and I will be held responsible for all collection costs and that my housing license may be terminated. Additionally, under Title 5 Section 59410 a “hold” will be placed on my account. I will be unable to obtain my transcripts, grades or diploma, and I will be unable to register for classes. Under a penalty of perjury, all information provided is correct and true to the best of my knowledge.

_____	_____	_____	_____
Student’s Signature	Date	Co-signer or Responsible Person Signature	Date
THIRD PARTY, CO-SIGNER IF THE STUDENT IS UNDER 18 YEARS OF AGE (Must be 21 years old or older and gainfully employed.)			
Should the student default on payments, I promise to pay all the unpaid debts on this promissory note in full, including collection and legal fees.			
Relationship: _____		Name: _____	
Street Address: _____		City: _____ State: _____ Zip: _____	
Telephone #: (____) _____		Driver’s License #: _____ State: _____ Expiration Date: _____	
Place of Employment: _____		Phone #: (____) _____ City: _____ State: _____ Zip: _____	

Revised 10/7/15

Shasta College is an equal opportunity educator and employer