

# NELNET CAMPUS COMMERCE AUTOMATIC TUITION PAYMENT AGREEMENT

Agreement No. \_\_\_\_\_

## 1. Institution and Student Information

Institution Name: EXCELSIOR COLLEGE – MASTER COURSES - 00851

Student ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_  
Last Name First Name

Student's E-mail Address: \_\_\_\_\_  
*If you provide an e-mail address, some correspondence received from Nelnet Campus Commerce may come via e-mail.*

## 2. Payer/Responsible Party Information

*To be completed by the person responsible for making payments. This person MUST be an authorized signer on the account listed in Section 3 below.*

Name: \_\_\_\_\_  
First Name Last Name

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Ext. \_\_\_\_\_  
Area Code

Evening Phone: \_\_\_\_\_  
Area Code

E-mail Address: \_\_\_\_\_  
*If you provide an e-mail address, some correspondence received from Nelnet Campus Commerce may come via e-mail.*

### ACCESS CODE

To protect your privacy, create your own Access Code, which is like a password. Your access code must be 4-10 characters long, alpha and/or numeric, and should be easy for you to remember. You are required to verify your access code when calling Nelnet Campus Commerce or viewing agreement information online through [www.mypaymentplan.com](http://www.mypaymentplan.com).

\_\_\_\_\_

*If an Access Code is not provided, one will be randomly assigned to your agreement and included in your confirmation letter.*

### Additional Authorized Party(s)

*(Optional)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First Name Last Name

\_\_\_\_\_

\_\_\_\_\_

First Name Last Name

The Responsible Party names the person(s) listed as an Additional Authorized Party(s), who may inquire about all agreement information and make changes to the agreement on behalf of the Responsible Party. The Responsible Party agrees that the Additional Authorized Party(s) may take any action with reference to the agreement as could be taken by the Responsible Party, except changing the name of the Additional Authorized Party(s) or Access Code. The Responsible Party agrees to be bound by any actions taken by the Additional Authorized Party(s) pursuant to the authority hereby granted.

*When requesting information, Nelnet Campus Commerce will verify the Additional Authorized Party's identity by asking for his/her name and the Access Code, as provided above.*

## 3. Payment Information

### BANK PAYMENT INFORMATION ONLY

**Payments should be made from:** *(Select only one)*

Checking Account OR  Savings Account

*NOTE: If an account is not selected, Checking Account will be used.*

Bank Name: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_  
*(To be debited for both monthly payments and fees.)*

City: \_\_\_\_\_

State: \_\_\_\_\_ Bank Phone Number: \_\_\_\_\_

**FOR CHECKING ACCOUNTS:** Attach a voided check. No deposit slips please.

**FOR SAVINGS ACCOUNTS:** Provide savings account number.

## 4. Amount To Be Paid Through Nelnet Campus Commerce

Payment Date *(if one is not selected, the 20th will be used)* \_\_\_\_\_ 5th or 20th

Month of First Payment: \_\_\_\_\_

Total Amount Budgeted \$: \_\_\_\_\_

Number of Payments: \_\_\_\_\_

Amount of Each Payment \$: \_\_\_\_\_

**Set-Up Fee Information:** The \$25 nonrefundable set-up fee will be automatically deducted **within** 14 days of this agreement being posted to the Nelnet Campus Commerce system.

**Payments and Returned Payments:** Should a payment be returned, it will be reattempted, and a \$30 returned payment fee will be assessed.

## 5. Authorization

(X) \_\_\_\_\_ / / \_\_\_\_\_ (X) \_\_\_\_\_  
 Signature required by person who is an authorized signer on the account listed in Section 3 above. Date Printed name of person who has signed this agreement

*By signing this Agreement, I agree to be the Responsible Party, whether or not named as the Responsible Party in Section 2 above. I accept and agree to be bound by the terms and conditions contained within this Automatic Tuition Payment Agreement and authorize Nelnet Campus Commerce to initiate debit or charge entries to the account listed or any subsequent account provided. In the event that I am not the Responsible Party named in Section 2, then I shall be deemed to be the Responsible Party for all purposes under this Agreement and accept any Access Code or Additional Authorized Party(s) on the Agreement.*

PLEASE RETURN THIS FORM DIRECTLY TO THE EXCELSIOR COLLEGE STUDENT ACCOUNTING OFFICE, 7 COLUMBIA CIRCLE, ALBANY, NY 12203 WITH YOUR FIRST PAYMENT

**RESPONSIBLE PARTY - Make a copy of this agreement for your records.**

Attach Voided Check Here — Must Match Name in Section 2.

## TERMS AND CONDITIONS

**AUTHORIZATION:** Nelnet Campus Commerce, Lincoln, Nebraska (formerly FACTS) has contracted with Excelsior College (Institution) to act as its agent for the collection of tuition and/or fees. **As the Responsible Party whose signature appears on this agreement, you accept and agree to be bound by the agreement's terms and conditions until the total amount owed is paid in full. Additionally, you authorize Nelnet Campus Commerce to initiate debit or charge entries to the account provided or any subsequent account provided.** Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

**SET-UP FEE:** The \$25 (1–6 payments) or \$40 (7–12 payments) nonrefundable set-up fee will be automatically deducted from the account provided within 14 days of the agreement being posted to the Nelnet Campus Commerce system. The nonrefundable enrollment fee is based upon the number of payments selected for each Nelnet Campus Commerce agreement period. If any fees are returned, they will be reattempted. Fees are subject to change in future academic years.

**RETURNED PAYMENT FEE:** If a payment is returned, a \$30 returned payment fee will be automatically deducted from the account provided. A returned payment fee will be assessed for each payment attempt that is returned. Fees are subject to change in future academic terms.

**PAYMENT METHOD:** If you wish to change from a checking or savings account to a credit card, you will need to complete a new agreement online and an additional nonrefundable enrollment fee will be automatically assessed.

**PAYMENT DATE:** If your payment date falls on a weekend or a banking holiday observed by the Federal Reserve, the payment will be attempted on the next business day. Although Nelnet Campus Commerce specifies the date each payment will occur, your financial institution determines the time of day the payment is debited to the account.

**CUSTODIAL ACCOUNT:** Nelnet Campus Commerce does not guarantee any payments it does not collect from you. Collected funds shall be held by Nelnet Campus Commerce as your agent until remitted to the Institution. Depending upon the Institution's policy, payments returned by your financial institution will be automatically reattempted. Refunds of any money paid to Nelnet Campus Commerce, except for any applicable Nelnet Campus Commerce fees, will be handled by the Institution according to its refund policy. Interest earned on custodial funds is payable to Nelnet Campus Commerce.

### **CHANGES TO AGREEMENTS:**

**A. You may make changes to the information you provided in this agreement by contacting the Institution.** The timely application of changes depends on when they are received by Nelnet Campus Commerce may refuse to apply changes prior to the next scheduled payment date if Nelnet Campus Commerce determines, for whatever reason, that it does not have sufficient time to act on them. In the event that you authorize additional services from the Institution, or in the event that additional fees are assessed by the Institution in accordance with its policies, you understand that the total balance due and/or payment amount will change. You agree that your authorization of any such change shall constitute your authorization to change the payment amount, and/or to continue payments until the total balance due is paid in full. **If you, as the Responsible Party, are not the student, you authorize the student to make changes to his or her schedule or activities and agree to be bound by any such changes.** You do not require Nelnet Campus Commerce or the Institution to send advance notice of any adjustments resulting from any such changed authorization, which includes any reduction in the balance due and/or payment as a result of financial aid, or any other similar cause. However, a copy of any such changed authorization is to be provided to you by the Institution.

**B.** If there will be any change in the preauthorized payment amount other than a change made by you, as described above, the Institution will give you notice of such changed payment amount at least ten (10) days in advance of the next scheduled payment.

**C.** You may revoke your authorization by sending Nelnet Campus Commerce a signed, written notification or an e-mail; upon receipt, Nelnet Campus Commerce will immediately terminate your agreement. However, terminating your agreement with Nelnet Campus Commerce in no way affects your obligation to pay the Institution, and you will be charged another nonrefundable enrollment fee if you need to begin a new agreement.

**CONFIRMATION:** Any and all inconsistencies in the information provided will be resolved in the confirmation notification sent to you from Nelnet Campus Commerce. Changes made by the Institution that are received by Nelnet Campus Commerce before the notification is sent may also be included. In either event, the confirmation notification shall be controlling.

**DISCOVERY OF SUSPECTED ERRORS:** If you discover what you believe to be an error made by Nelnet Campus Commerce, you must report the suspected error to Nelnet Campus Commerce immediately. Nelnet Campus Commerce must hear from you no later than sixty (60) days after the suspected error occurred. This obligates you to timely review of your bank statements and a timely response to company letters, e-mails, or phone calls. It is your responsibility to report suspected errors as soon as possible.

**GOVERNING LAW:** You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law. This agreement shall be governed by the laws of the State of Nebraska. The District Court of Lancaster County, Nebraska shall be the sole venue for filing any action. This agreement should in no way be construed to be a lender-borrower agreement between Nelnet Campus Commerce and the Institution or Nelnet Campus Commerce and you.

**PRIVACY POLICY:** Data collected and stored by Nelnet Campus Commerce pursuant to this Agreement is governed by the Institution's privacy policy. This data will not be used by Nelnet Campus Commerce in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purpose of providing service to you or the Institution. Nelnet Campus Commerce maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. Nelnet Campus Commerce' privacy policy will govern use of your information only in the event that you request additional services directly from Nelnet Campus Commerce or its affiliates.

**TELEPHONE CONTACT CONSENT:** You authorize Nelnet Campus Commerce to contact you by any phone number associated with you, including cellular and mobile numbers, using automatic dialing systems or pre-recorded messages.