Shepherd University

Monthly Payment Plan Spring 2026

Your Monthly Payment Planner	Name:	· · ·	
1. Enter your estimated semester expenses.			
Tuition \$ Community Payment Plan Step 1: Use your monthly payment planner to determine your semester costs and monthly payment. Cother Fees	It's Fasy to Enroll in the		
Room, Board/Meal Plan	•		•
Other Fees	Wonting Fayment Flam		
Total Semester Expenses = \$ Step 2: Return your signed agreement to the Business Office located in Ikenberry Hall, Room 212. You can also scan & email your agreement to subusinessoffice@shepherd.edu Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class How to Pay 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. + 4 or 3 Payment Schedule 4 or 3 monthly Payment REMINDER: The payment plan must be submitted no later than Friday, January 16th. Total Semester Expenses = \$ Cannax / Scholarships	Step 1: Use your monthly payment planner		·
## Commonthly payment. Commonthly payment Comm	•		<u> </u>
Step 2: Return your signed agreement to the Business Office located in Ikenberry Hall, Room 212. You can also scan & email your agreement to subusinessoffice@shepherd.edu 3. Subtract total deductions from total expenses to arrive at your semester payment plan amount. Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in August. **You will receive an electronic bill monthly.** You can make payments on your RalL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. **REMINDER:* The payment plan must be submitted no later than Friday, January 16th.** **Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. **REMINDER:* The payment plan must be submitted no later than Friday, January 16th.** **Business Office located in Ikenberry Deposits Paid **+ \$ Total Semester Deductions **** **Substract total deductions from total expenses to arrive at your semester payment plan amount. **Enter this amount here. **** **Payment Plan Amount *** **A Or 3 **Payment Schedule **4 or 3 monthly payments **Due on the 15th of each month **REMINDER:* The payment plan must be **Submitted no later than Friday, January 16th.** **Monthly Payments **Payment Due Dates **Monthly Payment Due Dates *** **Nov 15, Dec 15, Jan 15, Feb 15 *** **Business Office will monthly. **Payment Due Dates *** **Payment Due Dates *** **Payment Due Dates *** **Payment Due Dates *** ** **Payment Due Dates *** **Payment Due Dates	•		·
Step 2: Return your signed agreement to the Business Office located in Ikenberry Hall, Room 212. You can also scan & email your agreement to subusinessoffice@shepherd.edu 3. Subtract total deductions from total expenses to arrive at your semester payment plan amount. Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in August. **You will receive an electronic bill monthly.** You can make payments on your RalL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. **REMINDER:* The payment plan must be submitted no later than Friday, January 16th.** **Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. **REMINDER:* The payment plan must be submitted no later than Friday, January 16th.** **Business Office located in Ikenberry Deposits Paid **+ \$ Total Semester Deductions **** **Substract total deductions from total expenses to arrive at your semester payment plan amount. **Enter this amount here. **** **Payment Plan Amount *** **A Or 3 **Payment Schedule **4 or 3 monthly payments **Due on the 15th of each month **REMINDER:* The payment plan must be **Submitted no later than Friday, January 16th.** **Monthly Payments **Payment Due Dates **Monthly Payment Due Dates *** **Nov 15, Dec 15, Jan 15, Feb 15 *** **Business Office will monthly. **Payment Due Dates *** **Payment Due Dates *** **Payment Due Dates *** **Payment Due Dates *** ** **Payment Due Dates *** **Payment Due Dates		2. Enter your <i>estimated</i> semester	deductions.
the Business Office located in Ikenberry Hall, Room 212. You can also scan & email your agreement to subusinessoffice@shepherd.edu Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class 4. Divide your semester payment plan amount. Enter this amount here. = \$ Your Semester Payment Plan Amount 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. † 4 Or 3 Subtract total deductions from total expenses to arrive at your semester payment plan amount. Enter this amount here. = \$ Your Semester Payment Plan Amount * 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. † 4 Or 3 Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	Step 2: Return your signed agreement to	·	
Hall, Room 212. You can also scan & email your agreement to subusinessoffice@shepherd.edu Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Deposits Paid	•		
Total Semester Deductions = \$ Step 3: The Business Office will monitor your account and email you if there are any changes. Ex. Financial aid/Adding or dropping a class How to Pay You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Total Semester Deductions = \$ 3. Subtract total deductions from total expenses to arrive at your semester payment plan amount. Enter this amount here. = \$ Your Semester Payment Plan Amount 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. \$\displays \text{4 or 3} \] \$\displays \text{4 or 3} \] \$\displays \text{4 or 3} \] \$\displays \text{4 or 3 monthly payments} \text{2 or 3 monthly payments} \text{2 or 3 monthly payments} \text{2 or 3 monthly Payment} \text{2 or 3 monthly Payment} \text{2 or 3 monthly Payments} \text{2 or 3 monthly Payments} \text{2 or 15, Jan 15, Feb 15} \text{3 or 25, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} \text{3 or 30 or 15, Jan 15, Feb 15} 3 or 30 or 15		1	<u> </u>
3. Subtract total deductions from total expenses to arrive at your semester payment plan amount. Enter this amount here. = \$ - Your Semester Payment Plan Amount 4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. **You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. **REMINDER: The payment plan must be submitted no later than Friday, January 16th. **REMINDER: The payment plan must be submitted no later than Friday, January 16th. **By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay			
at your semester payment plan amount. Enter this amount here. = \$			·
Find the plan in August. You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Enter this amount here. S Your Semester Payment Plan Amount Your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. ÷ 4 or 3 Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Sysigning below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		3. Subtract total deductions from total expenses to arrive	
A. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Sy signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	Step 3: The Business Office will monitor	at your semester payment plan	amount.
4. Divide your semester payment plan amount by the number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. * 4 or 3 You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Dec 15, Jan 15, Feb 15 By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	your account and email you if there are	Enter this amount here.	= \$
number of monthly payments in your plan. Use 4 if you're starting the plan in July and use 3 if you're starting the plan in August. * 4 or 3 You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. * A or 3 monthly payments * Due on the 15th of each month * Payment Due Dates * Submitted no later than Friday, January 16th. * Monthly Payments * Payment Due Dates * Submitted no later than Friday, January 16th. * By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		Your Semester Payment Plan Amount	
You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Pyour Monthly Payments Payment Schedule 4 or 3 monthly payments Due on the 15th of each month Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		4. Divide your semester payment plan amount by the	
You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Sysigning below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		number of monthly payments in your plan. Use 4 if	
You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	How to Pay	you're starting the plan in July and use 3 if you're	
You will receive an electronic bill monthly. You can make payments on your RAIL account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. Payment Schedule 4 or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Monthly Payments Payment Due Dates Submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	•	starting the plan in August.	
account via Card or Check, Stop by the Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	You will receive an electronic bill monthly.		÷ 4 or 3
Business Office to pay with card, check, or cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. Payment Schedule 4 or 3 monthly payments Due on the 15th of each month Monthly Payments Payment Due Dates Monthly Payments A Nov 15, Dec 15, Jan 15, Feb 15 By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	You can make payments on your RAIL		= \$ -
cash, call us at 304-876-5284 to pay using a card over the phone, or mail a check. REMINDER: The payment plan must be submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	account via Card or Check, Stop by the		Your Monthly Payment
card over the phone, or mail a check. A or 3 monthly payments Due on the 15th of each month REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Nov 15, Dec 15, Jan 15, Feb 15 By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	Business Office to pay with card, check, or		
REMINDER: The payment plan must be submitted no later than Friday, January 16th. By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	cash, call us at 304-876-5284 to pay using a	Payment Schedule	
REMINDER: The payment plan must be submitted no later than Friday, January 16th. Monthly Payments Payment Due Dates Nov 15, Dec 15, Jan 15, Feb 15 Dec 15, Jan 15, Feb 15 By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	card over the phone, or mail a check.	4 or 3 monthly payments	
submitted no later than Friday, January 16th. 4 Nov 15, Dec 15, Jan 15, Feb 15 3 Dec 15, Jan 15, Feb 15 By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		Due on the 15	th of each month
By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	REMINDER: The payment plan must be	Monthly Payments	Payment Due Dates
By signing below, I agree to make the monthly payments for the amount stated above by the assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay	submitted no later than Friday, January 16th.	4	Nov 15, Dec 15, Jan 15, Feb 15
assigned due date. I am aware that the payment plan has a one time \$50 late fee if I do not pay		3	Dec 15, Jan 15, Feb 15
	assigned due date. I am aware that the par	yment plan has a one time \$50 late	e fee if I do not pay
Signature Date	C:		Data