

Shepherd University

Monthly Payment Plan Spring 2026

Name:

Student ID:

It's Easy to Enroll in the Monthly Payment Plan

Step 1: Use your monthly payment planner to determine your semester costs and monthly payment.

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

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.**

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 my bill on time. I am aware that the payment plan has a \$25 fee per semester.

Your Monthly Payment Planner

1. Enter your *estimated* semester expenses.

Tuition	\$	
Room, Board/M meal Plan	+ \$	
Other Fees	+ \$	25.00
Total Semester Expenses	= \$	

2. Enter your *estimated* semester deductions.

Grants / Scholarships	\$	
Loans Applied for	+ \$	-
Deposits Paid	+ \$	
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.

÷ 4 or 3

= \$ -

Your Monthly Payment

Payment Schedule

4 or 3 monthly payments
Due on the 15th of each month

Monthly Payments	Payment Due Dates
4	Nov 15, Dec 15, Jan 15, Feb 15
3	Dec 15, Jan 15, Feb 15

Signature

Date