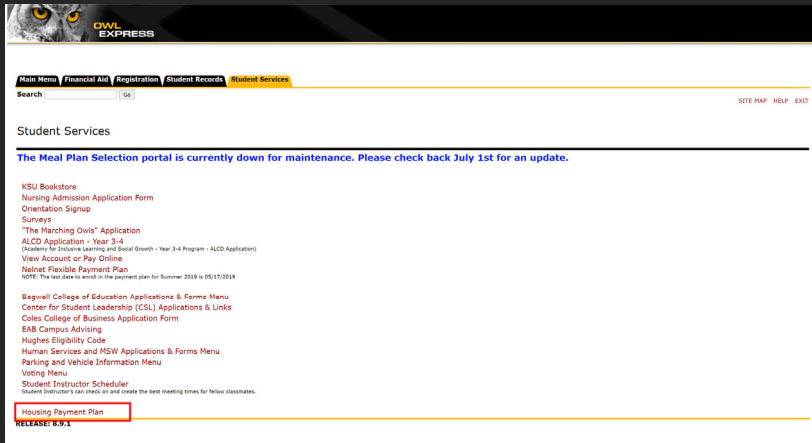


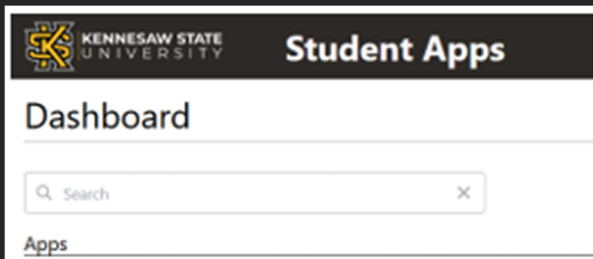
# Housing Payment Plan

## Step-by-Step Guide

**Step 1:** Click the “Student Services” tab in Owl Express and select the “Housing Payment Plan” link.



**Step 2:** Log into the Student Apps Center



**Step 3:** Click on the Housing Payment tile to access the application



**Step 4:** Review the Promissory Note Payment Schedule.

**Promise to Pay**

I, the undersigned party, agree to the payment schedule, as outlined in the lease agreement with Kennesaw State University Housing, to satisfy my total balance of \$ \_\_\_\_\_ for **TERM**

Below are the payment details of your Housing Payment Plan for **TERM**

Installment	Amount Due	Semester Due Dates
First Installment	\$ _____	
Second Installment	\$ _____	
Third Installment	\$ _____	

## Step 5: Review the Promissory Note Terms and Conditions.

**Terms and Conditions:**

I, the undersigned party, agree to the payment schedule of three installments detailed above, to satisfy my total balance. The remaining payments are due by the 5th of each month and will continue until the entire balance is paid in full.

- Once enrolled in the plan, any additional charges or reductions to your financial aid on your student account must be paid before the next installment due date. These charges may include parking permits/citations, dining charges, housing miscellaneous charges, bookstore charges, tuition and fees, and graduation petitions. Your account balance should only show your remaining housing installments on the due dates.
- Any outstanding balance from previous terms must be paid in full. Payments will be applied to the oldest balance first, which may require additional payments to stay current on your payment plan.
- Any approved Financial Aid not yet paid out on your student account will be considered towards the balance.
- A \$25 late fee per occurrence and/or hold may be applied to your account for any rent not paid by your plan due dates.
- Housing charges are applied to your student account semesterly. You will need to reapply for the payment plan each semester, and the terms of the plan may vary based on your housing charge and account balance.
- Withdrawing from courses or the University will not reduce or cancel your outstanding balance. Additional fees may apply.
- I will inform Kennesaw State University of any change to my name, address, telephone number, or Social Security Number (SSN) and update this information through the Registrar's Office.
- I understand that any Financial Aid that comes through the Institution will be sent to my student account to satisfy this agreement and any other balance.
- I understand that if I fail to pay the Housing Fees by the established deadlines, the University may cancel this agreement, remove me from Residence Life, cancel my enrollment in the University, withhold my academic records, and pursue any other legal or equitable remedies.
- Kennesaw State University reserves the right to use a collection agency and pursue legal action to collect any unpaid debt. If your account is placed in collections, you will be responsible for all collection fees, which may be up to 15% of the total amount owed, in addition to the original debt. Once your account is in collections, all payments and communications must go through the collection agency.

## Step 6: In order to proceed with the payment plan, you will need to enter your legal name (as referenced at the top of the promissory note) and a valid phone number. Click “Submit” to proceed or “Cancel to cancel.

By entering my name below, I certify that I am 18 years of age or older and I have read, understand, and agree to the terms and conditions of this Promissory Note.

Name:

Contact Phone:

## Step 7: You will then be taken back to your Student Dashboard. You will have access to download your agreement. Please download and/or print for your records.

### Student Dashboard

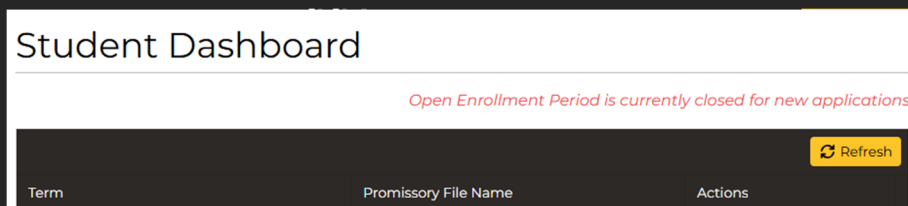
Term Desc	Promissory File Name	Actions
TERM	STUDENT NAME_PROMISSORY NOTE_DATE	<input type="button" value="Download PDF"/>

## Step 8: You should now show the following line items on your student account indicating you have a Housing Payment Plan. This will not change your balance owed.

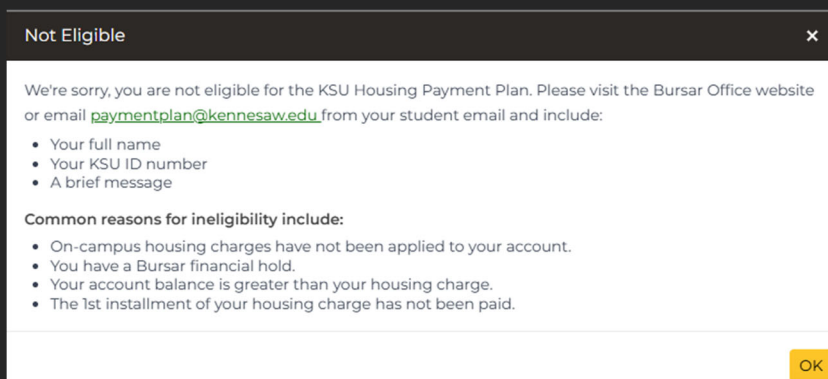
Housing Payment Plan - Rent	3102
Housing Payment Plan-Loan Adv	9402

## TROUBLESHOOTING

**Error 1:** If you receive the following error message, the payment plan has either not opened for the upcoming semester or is now closed for the current semester.



**Error 2:** If you receive the following error message, you are currently ineligible to participate in the payment plan. Common reasons for this error are listed on the error screen.



**Error 3:** If receive the following errors when attempting to complete the promissory note, please ensure you are using your legal name (as listed on the promissory note) and a valid 10-digit phone number.

A screenshot of a web form for a promissory note. At the top, it says "By entering my name below, I certify that I am 18 years of age or older and I have read, understand, and agree to the terms and conditions of this Promissory Note." Below this are two input fields. The first is labeled "Name:" and contains the text "Ray". To its right is a red error message: "Entered name must match name on record". The second field is labeled "Contact Phone:" and contains "(555)-5". To its right is a red error message: "Enter a valid 10-digit phone number". At the bottom right of the form are two buttons: "Submit" and "Cancel".

**Error 4:** If you are under 18, please email [paymentplan@kennesaw.edu](mailto:paymentplan@kennesaw.edu) to have a minor promissory note completed.

**For questions, please contact the Bursar's Office**

**470-578-6419**

**[paymentplan@kennesaw.edu](mailto:paymentplan@kennesaw.edu)**