

Police & Public Safety Department

PAYMENT PLAN AGREEMENT



PERMIT#: _____

NAME

PERMIT Cost: \$ _____

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Re: WSSU Parking Office Payment Plan Agreement

This letter confirms the agreement with the Temporary/Adjunct Employee Permit holder name above, in which they acknowledge the payment plan specified below and promise to pay the monthly installments as follows:

Payment Period: _____/_____/_____ through _____/_____/_____

Total Amount Due: \$ _____

Payment Plan Schedule:	Gated	\$300 / 4 payments= \$75.00
	Non-Gated	\$260 / 4 payments= \$65.00
	Shuttle	\$110 / 4 payments = \$27.50

The payment plan is contingent upon receipt of this signed payment plan agreement and a payment of \$ _____ due today, _____, 20____. This payment will be applied to the cost listed above. Please note: All future payments **must be** paid in the Campus Parking Office. Also, in accordance with our agreement, any unpaid payments will result in this agreement being defaulted and all payments will become due immediately and/or you will risk your vehicle getting booted (at a cost of \$50) and your permit being permanently revoked until permit is paid in full.

Additionally, if your account becomes delinquent due to non-payment of not keeping your scheduled payments, you will automatically become ineligible to participate in the next year's payment plan and will have to pay for your permit in full. No exceptions!!!

Campus Parking Office Clerk

Date

WSSU Employee (Authorized Signature)

Date

TEMPORARY/ADJUNCT PAYMENT PLAN AGREEMENT INFORMATION SHEET

INTRODUCTION

WSSU Campus Parking is offering installment payments for permits required from Temporary/Adjunct Employees who are not eligible for Payroll Deduction.

ABILITY TO PAY

An installment plan will be considered ONLY if you demonstrate the inability to pay the amount in full and if you have satisfied payments for the previous year.

REQUIREMENT OF PAYMENT PLAN

You must be a current temporary and/or adjunct employee. You must make all payments in the Campus Parking Office. You cannot make more than 4 payments. All payment must be submitted in the form of cash, check, debit/credit and/or money order.

All payments must be paid in full to be eligible for future available plans.