

Monthly Payment Plan, TMS

Information Sheet for Extension Students

Tuition Management Systems (TMS), allows students unable to pay their balance in full by cash, check, or credit card to make monthly payments. Tuition, books, and fees may be included in the total amount requested.

1. **Plans Available:** A payment plan may be taken out for the cost of one semester (five month plan), or for the entire academic year (10 month plan). **Five month plans only, are available in the Spring** for students who did not utilize the 10 month plan in the Fall. Wintersession/ Summer School must be included in the semester or yearly plan.
2. **Graduating students:** Graduating students are only eligible for a 9 month plan for the year, or a 4 month plan for the semester. All financial obligations to the TMS payment plan must be met before diplomas will be awarded or transcripts released as stated in the Student Handbook and Seminary Catalog.
3. **GPA:** Students must have a 2.0, or higher GPA to be eligible for the TMS payment plan.
4. **Student Bank:** You may choose to have monies placed in a personal account called your Student Bank. The Student Bank may be used to purchase textbooks or to pay for Wintersession and/or Summer School tuition and fees. This amount will remain on your account until used for the prescribed purposes.
5. **Enrollment Fee:** Your TMS enrollment fee (\$40 for the 5 month plan, \$55 for the 10 month plan) must be paid by credit card or check (payable to TMS). **Only your enrollment fee may be paid by credit card.**
6. **Payment:** Your first month's payment (by check payable to DTS) is due at the time of sign up. To place subsequent payments (due the 15th of each month) on a credit card, contact TMS directly, 800-722-4867. A convenience fee will be charged.
7. **To Enroll:** Obtain instructions and Forms from the Campus Net beginning **July 1**. Forms and payment must be **received by August 9th** to avoid late payment fees.
8. **Delinquency:** If for any reason during the year a student is delinquent (over ten days past due), that student can be dropped from classes. Late payments will be assessed a late fee of \$15.00. **If you have been delinquent on a previous TMS account, you may not be eligible to re-enroll, please contact Student Financial Services if you have any questions.**
9. **Adjustments:** Please contact Student Financial Services to make any TMS adjustments. **Contact TMS only to check your balance or to set up credit card payments.**