



Student Academic Records and Financial Services

232 Capen Hall, University at Buffalo, Buffalo, NY 14260
Phone: 716-645-2450; Fax: 716-645-6566

UB Time Payment Plan (UBTP) Application

University at Buffalo Time Payment Plan (UBTP)

The University at Buffalo offers its own time payment plan. (UBTP) the Time Payment Plan is the sensible alternative to covering your educational costs. Payment consists of 4 installments, which helps avoid paying your account in full at the beginning of the semester. Installment due dates conveniently coincide with regular account billing dates. The UBTP plan is available either the Fall or Spring semesters (not Summer Sessions) and has an application fee of \$22.50 per semester. UBTP is not a loan program and the service is provided interest-free. Students must re-apply at the beginning of each academic year (Fall).

Enrollment

- Complete the attached application and return it to the Student Response Center, 232 Capen Hall.
- Sign up early to ensure timely processing and avoid late fees.
- **Do not** send your application fee at the time of application. It will be assessed on your next statement of account.
- If your application is received 3 days prior to the deadline for registration without financial penalty, you will receive a statement of account billing you 50% of your account balance payable by the due date.
- If you wish to enroll in the plan after receiving the first statement of account, your application and payment of 50% of your account balance must be received by the due date. Do not wait for an adjusted bill.
- The deadline for accepting applications is the first day of classes each semester.
- The statement of account you receive will reflect any changes that have occurred in your financial aid, food service, housing or registration. These changes can affect your future installment payments.
- You may deduct 50% of any new financial aid awards you receive between billing statements.
- If you were a UBTP participant in the Fall semester, you need not complete a Spring application. However, if you do not cancel your UBTP membership by 3 days prior to the deadline for registration without financial penalty, your student account will automatically be billed for the application fee for the Spring semester.

Terms and Conditions

- The \$22.50 application fee per semester is non-refundable.
- There is no grace period. Failure to pay the amount billed by the due date will result in a late fee.
- All delinquent accounts are subject to a Bursar checkstop.
- Payments received late are subject to a late fee. In addition, the last billed amount is due in full in order to clear a bursar checkstop for registration and checkstop release.

Return your completed application to:

UB Time Payment Plan Application
Student Academic Records & Financial Services
University at Buffalo
232 Capen Hall
Buffalo, NY 14260

Please call the Student Response Center at (716) 645-2450, if you have questions about the UB Time Payment Plan.

