### Project Request Form PRF - 00016

**Start Date** 8/6/2001

**Status** Completed

**Title** Student Installment Payment Plan

**Sector** Provost Enrollment Services  
**Dept** Student Billing Services

**Requested By** Linda Bradford  
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**Reference #s**

**Requirements/Issues** The payment plan has been requested by numerous students and parents over the years, and it is expected this payment option will have a positive impact on enrollment and retention.

**Mandates**

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<thead>
<tr>
<th>Regulatory/Statutory</th>
<th>No</th>
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<tbody>
<tr>
<td>UK Strategic Indicator(s)</td>
<td>No</td>
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<tr>
<td>University-Wide Needs</td>
<td>Yes</td>
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<tr>
<td>Accreditation Requirements</td>
<td>No</td>
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<tr>
<td>Other</td>
<td>No</td>
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**Costs** Costs will include programming time to make the modifications to SIS and the BR Cashiering System. There will also be costs associated with increased mailings for special billings, and the staff time in Student Billings to process the students choosing the installment payment plan. (Early estimates are approximately $95,000 per year.)

**Available Funding** IS programming personnel funds.

**Funding Requirements** Funds to cover the extra mailing and staff expenses in Student Billings are expected to be covered by the application and late fees for the installment payment plan. (Estimates based on past experience indicate 20% of the students would choose this payment plan, and it would generate approximately $280,000 per year to cover the costs.)

**Benefits** Improved student service, enrollment and retention.

**Deadline** Must be completed by the 11/23/01 billing for Spring 2002.

**Risk** Policy decisions need to be made quickly in order to allow for adequate time for programming and testing to be completed prior to the deadline.

**Policy/Procedure** Policy decisions need to be made on the number of installments allowed, the amount of the application and late fees, what charges are subject to installment, how the installment amounts are calculated (percent, past due, etc.), how to handle students who do not pay the amount due (i.e. cancel classes and/or meal cards), is the application fee refundable, and how late a student can wait to sign up for the installment payment plan.

**Suggested Priority** Project was given a top priority, and programming has begun.

**Steward** Witt, Don  
**Steward Approval** 8/14/2001  
**Dir IRM 1st Review:** 8/17/2001