



## Authorization to Adjust Monthly Payment Plan

I authorize the University of Portland Student Accounts office to adjust my Tuition Management Systems Monthly Payment Plan (TMS) to reflect changes on my student account. I understand that these adjustments will raise or lower the monthly payment amount due to TMS.

My student account will be audited shortly after the 15<sup>th</sup> of each month. If my account has a balance due of \$25.00 or more, my TMS plan budget will be raised to cover the amount, and if my account has a credit of \$25.00 or more, my TMS plan budget will be lowered to reflect the credit. If I wish to have my account reviewed and/or my payment plan adjusted at any other time during the month I will need to contact the Student Accounts office or TMS directly. I understand that each month my TMS plan is adjusted an email notification will be sent by the 22<sup>nd</sup> of the month to the Payer email address on my TMS account and to my UP email address with the new monthly payment amount.

This authorization is in place for the duration of my attendance at the University of Portland, or until written authorization is submitted by me requesting this form be rescinded.

Student ID #

---

Student Name

---

Student Signature

Date

---

---

Payer Name

---

Payer Signature

Date

---

---

U:\Office Procedures\Student Accounts\forms