COLLEGE HOUSES PAYMENT PLAN FORM

**1906 Pearl Street**

**Austin, TX 78705**

**(512) 476-5678**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INITIAL AMOUNT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (House and Room Number)

promise to pay College Houses, Inc. of 1906 Pearl Street, Austin, Texas 78705, herein after called CH, the total sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dollars on or before the due date of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Additionally, if I am continuing to live at CH, I will also make payments towards my regular rent. The payments outlined in this agreement will cover my debt through the end of the semester, including late fees.

I agree to pay in the following installments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_

Payments are to be made at 1906 Pearl Street, Austin, Texas in satisfaction of Promisor’s indebtedness to CH.

 Promisor shall be deemed in default upon either of the following occurrences:

1. Failure to make payment when due.
2. Promisor’s death, insolvency, or the calling of any meeting for the assignments of Promisor’s assets to creditors.

On the occurrence of default, CH may, without notice to Promisor, declare all or any part of this obligation due and payable, and may exercise any right or remedy for collecting this obligation under the laws of the State of Texas. CH also retains the right to evict the Promisor from the property and declare all remaining amounts due under the contract immediately due and payable.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for CH:

 **Promisor Executive Director**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17.11 Payment Plans:**

Members are expected to pay all rent and charges when due.  A payment plan is available under certain circumstances. The following criteria outline CH policy:

17.11.1 Payment plans are available to members with more than $300 owed. Requestors must meet these criteria:

a. They must show proof of income or ability to pay. Proof of income can be paystubs or a letter from an employer, written verification from a guarantor, or updated/recent documentation of financial aid.

b. The plan must allow for the debt to be paid off before or by the end of the semester.

c. Member may not request a payment plan more than once in a fiscal year (June 1 - May 31).

d. Members requesting a payment plan should consider ways to lower their monthly rent, like moving from a single room to a double room.

e. Extenuating circumstances will be reviewed on a case by case basis by the Executive Director.

17.11.2 Requests must be on the approved request form.

a. The form must be signed by the ED.

b. The form will be filed in the member’s folder.

17.11.3 Late fees will accrue during the payment plan until all debt is paid.

17.11.4 Missed payments will cause the member to be in default and liable for immediate eviction for non-payment of rent.