

ELIZABETHTOWN COLLEGE'S DEFERRED PAYMENT POLICY

Participation in the Plan

To be eligible for participation in Elizabethtown College's deferred payment plan, a student must be enrolled through the School of Graduate and Professional Studies. A copy of the company's reimbursement policy must be on file. Additionally, the following items must be submitted in order to participate in the Deferred Payment Program:

- Letter of verification from the employer of the student's eligibility for tuition reimbursement on company letterhead
- Completed deferred payment form
- A valid credit card account number listed on the deferred payment form or by providing banking information. **(It is the student's responsibility to update the SGPS office with any changes to your credit card information by submitting a new Deferred Payment form to the SGPS).**

Here is the Payment Policy:

Payment is required within 30 days of the completion of the session. A credit card or bank information must be on file that will automatically be charged for tuition and fee balances that remain outstanding 30 days after the session ends. A convenience fee of 2.75% of the payment amount will be assessed for any credit/debit card payments. You may also pay via electronic check (ACH) by providing your banking information which carries no additional fee.

Authorization Statement

I authorize Elizabethtown College to charge the following credit card or bank account for any tuition and related course fees outstanding 30 days after a session ends. I agree that this authorization form may be used for all courses that I register for at Elizabethtown College regardless of the grade that may be received. I further agree to provide updated credit card or bank account information to Elizabethtown College if my credit card or bank information should expire or otherwise change. I understand that my credit card or bank account will be charged 30 days after the session ends if tuition and related course fees remain outstanding, regardless of the status of my employer tuition reimbursement. **I understand that if my credit/debit card is used for payment, I will be charged for the tuition and fee amount plus a convenience fee of 2.75% of the total payment amount.** I will not be charged a convenience fee for an electronic check.

If my payment should be declined, monthly finance charges of 1.5% on outstanding balances will be retroactively assessed to the first day of the session and my account will be subject to a \$50.00 late payment fee. I will not be permitted to register for future sessions or receive official academic transcripts until my account is paid in full. I will also be prohibited from participating in the deferred payment program for future courses.