

Student Name

Student ID#

Semester

Fall

Year

2015

Grace School of Theology requires that all students must complete their arrangement to pay prior to **Payment Due Date**. This means the student must pay 100% of all tuition and fees due or enter into the Payment Plan Agreement with Grace School of Theology. This Payment Plan option incurs a 7% fee of the student's total invoice. Once the course begins and the student withdraws from the course or stops attending, the student is still liable for payment of all tuition and fees. A late fee will be assessed any time that payment is not made by the due date indicated for the semester. Non-payment by the end of the semester will result in a hold on the student record and the student may not register until all fees are paid. All payment installments are due according to the payment schedule dates for the semester outlined in the Student Catalog. It is up to the student to know the number of installments per semester and payment dates. Grace requests that the first installment be paid with a credit/debit card and the remaining installments be automatically drafted on the remaining due dates.

Refund Policy: If a student drops a course before the first day of the module, he will be refunded 100% of his tuition plus the technology fee. If a student drops a course after the first class session but before the Drop Date for the module/semester, the student is still responsible for 25% of his tuition plus all the fees. After the Drop Date there are no refunds.

I have read the above statements and I am requesting to be put on the Payment Plan for the current semester. By signing below I am acknowledging that I am responsible for and will pay Grace School of Theology the total amount of my current semester's invoice plus 7%. I also acknowledge that I will be responsible for knowing the number of installments per semester and payment dates. A \$5 late fee will be assessed every time that payment is not made by the due date indicated for the semester.

Student's Signature

Date

A typed signature is sufficient if this form is submitted electronically.

Card Number

Name as it appears on the card

Expiration Date

Card Verification #

Card Type

MasterCard

By signing below I am authorizing Grace School of Theology to charge my debit/credit card on the Payment dates outline in the academic schedule for the semester until my installments are paid in full for this semester.

Student Signature

Date

A typed signature is sufficient if this form is submitted electronically.