



**CHRISTENDOM  
COLLEGE**  
GRADUATE SCHOOL

4407 Sano St.  
Alexandria, VA 22312  
graduate.christendom.edu  
703-658-4304

**Tuition Payment Plan Contract – Summer 2017**

I, \_\_\_\_\_, agree to pay the Christendom Graduate School the sum of  
name  
\_\_\_\_\_ according to the following payment plan:  
total amount

**Online course(s):**

One payment of \_\_\_\_\_ (\$500 minimum per online course) due by May 15<sup>th</sup> (and/or before access is granted to the online classroom)  
AND two additional equal payments of \_\_\_\_\_ each, due June 1<sup>st</sup> and July 1<sup>st</sup>.

**Classroom course(s):**

Three equal payments of \_\_\_\_\_ each, due June 1<sup>st</sup>, July 1<sup>st</sup> and August 1<sup>st</sup>.

Other terms may be arranged by contacting the business office.

I understand that any future reduction of this amount owed, due to my withdrawal from the course, will be made only according to the terms and schedule explained below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Automatic Payment Authorization**

I give the Business Office of Christendom Graduate School permission to process my payments (according to the plan selected above) using the following echeck information.

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number \_\_\_\_\_

Billing Address \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Printed Name of Cardholder

\_\_\_\_\_  
Date

Please PRINT this form out and MAIL it to Christendom Graduate School, 4407 Sano Street, Alexandria, VA 22312 **BY May 15, 2017**. Thank You!  
See the reverse side for refund information.

## **FINANCIAL POLICIES**

Tuition is due by the end of the first week of the semester. If a student is unable to pay the entire tuition and fees at this time, he must fill out, sign, and return to the Business Office (by the end of the first week of the semester) the Tuition Payment Plan Contract, stipulating the manner in which the debt is to be paid so that the full amount will be paid by the end of the semester. Online students must either pay their tuition in full, or pay a deposit of at least \$500 per course and sign the tuition payment contract, before being granted access to the online classroom. In the event of the student's withdrawal before paying all installments, it is the student's responsibility to pay the balance due, minus any applicable refund (see below). No grades or transcripts will be released, nor degrees awarded, until all tuition and fees are paid. Students with outstanding balances are not allowed to register for subsequent semesters. Registration fees are due with registration.

## **TUITION REFUNDS**

Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. THE EFFECTIVE DATE OF WITHDRAWAL IS THE DATE UPON WHICH WRITTEN NOTICE IS RECEIVED IN THE BUSINESS OFFICE. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition are liable for the tuition amount minus any applicable refund amount. PLEASE NOTE that non-refundable fees, such as the registration fee and technology fees, will NOT be refunded.

### **REFUND SCHEDULE:**

#### **FOR CLASSROOM AND LIVE ONLINE COURSES:**

Before the second class: 100% of tuition  
Before the third class: 75% of tuition  
Before the fourth class: 50% of tuition  
After the fourth class: No Refund

#### **FOR PRE-RECORDED, ASYNCHRONOUS ONLINE COURSES:**

During the first week after receiving the access code: 100% of tuition  
Within two weeks of receiving the access code: 75% of tuition  
Within three weeks of receiving the access code: 50% of tuition  
After the third week from receiving the access code: No refund