



**CHRISTENDOM  
COLLEGE  
GRADUATE SCHOOL**

134 Christendom Dr.  
Front Royal, VA 22630  
graduate.christendom.edu  
703-658-4304

**Tuition Payment Plan Contract – Fall 2023  
Credit Card or ECheck**

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

**Three equal payments** of \_\_\_\_\_ each

to be paid on: September 15, 2023; October 15, 2023; and November 15, 2023.

Other terms may be arranged by contacting the business office. Please email [olivia.colville@christendom.edu](mailto:olivia.colville@christendom.edu) with any questions.

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 credit/debit card information. \*Remember that payments made by card have a 3% processing fee.

Card # \_\_\_\_\_ Exp Date \_\_\_\_/20\_\_\_\_ Security Code: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Date

**OR:**

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

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

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

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

Please return this form to the Christendom Graduate School, 134 Christendom Dr. Front Royal, VA 22630 or [olivia.colville@christendom.edu](mailto:olivia.colville@christendom.edu) by September 1. 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 ALL ON-CAMPUS AND ONLINE COURSES:

During the first week of the semester: 100% of tuition

During the second week of the semester: 75% of tuition

During the third week of the semester: 50% of tuition

After the third week\* of the semester: No Refund

\*Each "week" ends on Saturday.