

TUITION PAYMENT AGREEMENT

St. Ambrose University
College for Professional Studies
1950 East 54th Street
Davenport, IA 52807
PHONE (563) 441-9500 FAX (563) 441-9470

This agreement is between St. Ambrose University (hereinafter referred to as the “College for Professional Studies”) and the following student (hereinafter referred to as “you”). The College for Professional Studies provides you the following methods of paying your tuition. Please choose one method of payment and complete that section (A-E) and sign this agreement. Return the signed and dated agreement by FAX or mail it to the above address. **This agreement must be received by the College for Professional Studies office prior to your first class session.** A Tuition Payment Agreement form listing each course you are enrolled in is required to finalize your registration and to avoid a non-payment fee. If you add a course, you must complete an additional Tuition Payment Agreement form, which is available through the College for Professional Studies office.

STUDENT NAME _____
Last First MI ID#

ADDRESS _____

Date: _____ Daytime Phone _____ Evening Phone _____

Please check this box to note a change in the above information.

Please indicate the semester (fall, spring or summer), session (1, 2, or 3) and course(s) for which this agreement applies:

<u>Payment Option</u> <u>(A,B,C,D, or E)</u>	<u>Semester</u>	<u>Session</u>	<u>Course(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

___ **A. CASH, CHECK, MONEY ORDER – due at the start of each class.**

Cash/Money Order: \$ _____ Check: Number _____ Amount _____

Please record your Student ID number on your check or money order.

___ **B. ONLINE CREDIT CARD and E-CHECK PAYMENTS– due at the start of each class.**

Now available at <https://beeline.sau.edu> you may pay online with a credit card (MasterCard, Discover, or American Express) or by electronic check. For further information about the online payment options, check www.sau.edu/studentaccounts.

___ C. **INSTALLMENT PLAN – 50%/50% split due the first week and the last week of each class (available with personal check or e-check option only). For additional payment plan options, visit www.sau.edu/studentaccounts.**

___ D. **CORPORATE REIMBURSEMENT – due no more than 14 days after receipt of each grade.**

Please consult your Human Resources/Benefits Department regarding your tuition benefits and furnish us with a copy of your company's authorization form.

Name of Corporation: _____ % of Reimbursement: _____

___ E. **FINANCIAL AID DEFERMENT – Select Option #1 or #2**

Option #1 – Award Recipients (attach copy of Financial Aid Award Letter)

If you have received an award letter from the Office of Financial Aid, you may use the anticipated financial aid listed in the letter to defer payment of tuition. By selecting this payment option, you must certify that enough financial aid remains to cover tuition for any course(s) for the current academic period and that any and all conditions of the Financial Aid Award Letter are completed in order to receive this aid.

Option #2 – Award Letter Pending

If you have not yet received an award letter, you may select this option. **Please provide a copy of your Award Letter upon receipt.**

I have selected one of the above payment methods, have read the following statement, and by signing below; agree to the conditions of this agreement:

If my tuition payment has not been received by the College for Professional Studies office by the due date indicated in my payment plan option, registration, transcript or diploma restrictions will be applied. If I am choosing a financial aid deferment option or corporate reimbursement, I understand that I alone am responsible for the tuition payment due, even if I have not yet received Financial Aid or have not been paid or reimbursed by my employer.

Upon non-payment of any amount due by the due date, St. Ambrose University, College for Professional Studies may declare any remaining balance due and payable. In the event this agreement is referred to an attorney or collection agency for collection through legal proceedings or otherwise, I agree to pay reasonable collection costs and fees, attorney's fees, court costs and other related costs to the St. Ambrose University, College for Professional Studies. Default interest shall accrue at the rate of one and one-half percent (1-1/2%) per month from the date of default until the date of payment; however, any judgments accrue interest at the statutory rate applicable to any judgment.

By signing below, I agree to all conditions stated above for any payment method chosen now or at a later date.

Student Signature

Date