

## ELIZABETHTOWN COLLEGE'S DEFERRED PAYMENT POLICY

### Participation in the Plan

To be eligible for participation in Elizabethtown College's Deferred Payment Program, 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 to the Business Office 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
  - Must contain up-to-date credit/debit card or banking information **(It is the student's responsibility to update the Business Office with any changes to your deferred payment method by submitting a new Deferred Payment form.)**

*Please contact the Business Office at [businessoffice@etown.edu](mailto:businessoffice@etown.edu) to receive instructions for submission of your Deferred Payment form using a Secure Document Upload portal. For any questions regarding this program, please call the Business Office at 717-361-1417.*

### Here is the Payment Policy:

**Payment is required within 30 days of the completion of each course.** Valid credit/debit card or bank information must be on file that will automatically be charged for tuition and fee balances that remain outstanding 30 days after each course ends. We accept all major credit cards. **There is a non-refundable 2.85% transaction fee for each credit or debit card payment.** If bank account information is provided on the form for payment via electronic check, no additional transaction fees are incurred.

### Authorization Statement

I authorize Elizabethtown College to charge the following credit/debit card or bank account for any tuition and related course fees outstanding 30 days after each course 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/debit card or bank account information to Elizabethtown College if my credit/debit card or bank information should expire or otherwise change. I understand that my credit/debit card or bank account will be charged 30 days after each course ends if tuition and related course fees remain outstanding, regardless of the status of my employer tuition reimbursement. **I understand that if a credit/debit card is provided for payment, I will be charged the tuition and fee amount due plus a non-refundable 2.85% transaction fee on the total payment amount.** I will *not* be charged an additional transaction fee for bank account/electronic check payments.

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 course 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.