



## Deferred Payment Option for Non-BSHSI Employee

(RN-BSN Program Track only)

Students eligible for tuition reimbursement from their employer may select a deferred payment option for tuition and fees. This option allows students to defer full or partial payment of tuition and fees based on documented assurance from the student's employer that a specific amount will be paid to the student who will immediately make payment to the College. The Deferred Payment Option extends the payment due date for tuition and associated fees to 30 calendar days after grades are officially posted. It is the student's responsibility to ensure that payment is made by the assigned due date even if reimbursement from the employer is delayed or withheld.

This form must be submitted two weeks prior to the start of each semester. Be sure to provide ALL the information requested below. An incomplete application may cause you to be disqualified for the Deferred Payment Option.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Employment Contact Name: \_\_\_\_\_

Employment Contact Phone: \_\_\_\_\_ Annual Employee Reimbursement Eligibility Amount: \$ \_\_\_\_\_

Should there be a remaining balance please select your payment option below.

**Payment is guaranteed with the following (please select):**

Financial Aid

Credit Card [To pay by credit card, please contact the Business Office at (804) 627-5385 or (804) 627-5362.]

**MY SIGNATURE BELOW CERTIFIES THAT I UNDERSTAND AND AGREE THAT:**

I am fully responsible for full payment of all tuition and fees by the indicated due date on my bill regardless of whether or not I receive payment from my employer. Receiving a "Nonpunative" grade and/or failure to receive a grade, a passing grade, a minimum grade point average or to complete class(es) does not diminish my responsibility to make payment to the College by the due date. It is my responsibility to provide all necessary information, including grades, to my employer in a timely manner in order to ensure that payment is received by the College. The College may contact my employer to determine if I am still eligible for tuition reimbursement. Bon Secours Memorial College of Nursing is authorized to charge my credit card for the amount due at the close of the business day of the agreed upon due date if I have not resolved my financial obligation to the College.

I, the undersigned participant, hereby apply for enrollment in the College's Deferred Payment Option. My signature below confirms my understanding that this service is offered by Bon Secours Memorial College of Nursing as an optional payment method and that I will be required to make timely payment by the due date. I understand that if I fail to make payment as scheduled I will be liable for all costs that the College incurs in collecting the balance, including reasonable attorney fees, collection costs and finance charges.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form must be signed, and received prior to two weeks before the start of the semester to be valid.*

A late payment penalty of 10% of the balance not to exceed \$100.00 will be assessed if account is not paid by the due date. Failure to meet any terms of this payment option will cause cancellation of this option for tuition payment and a financial hold will be placed on your account which will prevent further registration and restrict the ability to receive official college documents. Refer to the College Catalog for information on tuition, fees and term of payment. Signature implies acceptance of all terms and conditions contained herein.

**Submit this form to Pat Roberson, Office of Secretarial Services, College of Nursing, patricia\_roberson@bshsi.org**

**FOR OFFICE USE ONLY** - This form has been received by the following offices:

Pat Roberson, CON	Date Received:	Date Processed:
Business Office, 8580	Date Received:	Date Processed: