



**EMMANUEL
COLLEGE**

Office of Student Financial Services (OSFS)

2021-2022

Spring 2022 Deferral Promissory Note
Graduate + Professional Programs

The deferral promissory note allows students receiving tuition reimbursement from their employer to make a payment of 25% of the total cost of the course prior to the first class. The remaining 75% is deferred to 30 days after the course ends. *In order to enroll in the deferral plan, this form must be completed in full.*

I. Student Information

Last Name	First Name	ID#	E-mail	
Address	City	State	Zip Code	Phone #

II. Enrollment & Payment Due Dates

Will you be enrolled in: Undergraduate Nursing Graduate Nursing Graduate Management / Graduate Education

Please indicate below in which session(s) you wish to use this deferral promissory note:

<u>Spring 2022</u>	<u>Due Date</u>
<input type="checkbox"/> 22/1S	03/29/2022
<input type="checkbox"/> 22/2S / 22/SP	05/30/2022

III. Payment Information

I hereby authorize Emmanuel College to charge 25% upon receipt and the remaining 75% of the balance for my course(s) if payment is not received 30 days after the last day of class.

VISA ___ Discover ___ MasterCard ___ American Express ___

Card Number: _____ Expiration Date: _____ / _____

Name of Cardholder: _____ Security Code: _____

****If the credit card information provided by the student is invalid, or the charge is otherwise declined for any reason, payment is due immediately.****

IV. Withdrawal Policy

To withdraw from a course, please contact the Registrar's Office by telephone at 617-735-9960, by fax at 617-264-7705, or by e-mail at regmail@emmanuel.edu. Please note that non-attendance does not constitute withdrawal from a course; you must contact the Registrar's Office to officially withdraw. If you do not officially withdraw you will be responsible for the cost of the course as stated below.

Withdrawal policy for face-to-face (F2F) and hybrid seven-week courses:

- Drops prior to the first class meeting (F2F or hybrid) the student receives a 100% refund.
- Drops prior to the second class meeting (F2F or hybrid), the student receives a 75% refund and a "W" on their transcript.

Withdrawal policy for online seven-week courses:

- Online courses will open on Monday of the first week of a session. This will be considered the course start date. The Monday of the second week of a session, at 6pm EST, will be the deadline for withdrawal to receive a 100% refund.

V. Signature

I have read and agree to the terms and conditions of this payment plan. By signing below, I am authorizing Emmanuel College to process charges on my credit card and/or debit card. I understand that it is my responsibility to ensure that Emmanuel College is compensated for all costs including those that are not paid through financial aid. I understand that if for any reason my balance with the College is not paid in full, Emmanuel College will forward my account to a collection agency and I will assume responsibility for the additional costs of collection and/or legal fees. I attest that the information in this application is true and complete to the best of my knowledge. If a course that I have agreed to pay on this payment plan is cancelled and I select an alternative course in the same semester, I understand that this form applies.

Student's signature: _____ Date: _____