

**Deferred Payment Agreement**



Wilson College students whose employers do not reimburse for college courses until the course has been completed may apply to the College for a deferred payment schedule. The terms of this deferred payment agreement are as follows:

- There is an up-front, non-refundable fee of \$25.00 per course that **must be submitted with this agreement. This form must be submitted no later than the end of the first week of the semester OR two weeks following your registration date.** This is a processing fee that does not apply toward the tuition owed to the College.
- Payment in full is due to Wilson College no later than **30** days after the last class meeting.
- An additional charge of \$65.00 per month will be assessed for every month the bill is past due.
- On the 60<sup>th</sup> day a payment is past due, the student will be sent to collections. A 25% collection fee will be added to the students balance. All fees related to this expense are the responsibility of the student.
- In the event the employer denies or is past due on payment, the balance is the student's responsibility and failure to pay could impact being able to register for future classes at Wilson College.
- If you're applying for/or receiving Financial Aid, please check with the Financial Aid Office **PRIOR** to submitting this form.
- All other college policies apply.

**Complete all fields below**

Courses*: _____ _____	Semester _____
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*\*All courses are based on approval from advisor*

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Student ID Number (not SSN) \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Position/Title \_\_\_\_\_

Supervisor Name and Phone Number \_\_\_\_\_

Human Resources Contact and Phone Number \_\_\_\_\_

**Employer Form must be submitted with Deferred Payment Agreement. Forms submitted without Employer Form and or correct payment will not be accepted.**

Your signature indicates a full understanding and agreement to the terms of the deferred payment policy and guarantees that all of the information you have provided is accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please remit forms and payment to: Wilson College c/o Business Office; 1015 Philadelphia Ave; Chambersburg, PA 17201

\*\*\*\*\*To be Completed by Wilson College Business Office Official\*\*\*\*\*

Number of courses x \$25.00 fee per course = \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check ( # \_\_\_\_\_ )

Payment received by \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_



In order to defer payment for the upcoming term, this form must be completed by your employer and submitted **WITH** your deferment form and fee. Wilson College does not bill third party – students are responsible for submitting a statement to their employer.

Student Name: \_\_\_\_\_ SID # \_\_\_\_\_

Term of Deferment: \_\_\_\_\_

**Payment Details**

Payment is due to Wilson College no later than 30 days after the last class meeting.

Payment will be sent directly to:

- Wilson College\*
- Student

Payment will be sent by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Amount being Paid: \$ \_\_\_\_\_

\*If payment is being sent directly to Wilson College, please make check out to **Wilson College** and remit to:

Wilson College  
c/o Business Office  
1015 Philadelphia Avenue  
Chambersburg, PA 17201

Please be sure to include student name and student ID number

Authorizing Official Name and Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Authorizing Official Signature: \_\_\_\_\_

*(Employer should keep a copy of this form for their records)*

### **Deferred Payment Due Dates**

Term	Academic Year	Start Date	End Date	Deferred Payment Due
Fall	2015*	8/24/15	12/15/2015	<b>1/29/2016</b>
J-Term	2016	1/2/2016	1/25/2016	<b>2/24/2016</b>
Spring	2016	1/25/2016	5/12/2016	<b>6/11/2016</b>
Summer (May – Aug)	2016	5/16/2016	8/26/2016	<b>9/25/2016</b>
Summer 1	2016	5/16/2016	7/1/2016	<b>7/31/2016</b>
Summer 2	2016	7/11/2016	8/26/2016	<b>9/25/2016</b>
Fall	2016	8/29/2016	12/16/2016	<b>1/15/2017</b>
J-Term	2017	1/3/2017	1/29/2017	<b>2/28/2017</b>
Spring	2017	1/23/2017	5/11/2017	<b>6/10/2017</b>
Summer (May – Aug)	2017	5/22/2017	8/25/2017	<b>9/24/2017</b>
Summer 1	2017	5/22/2017	7/7/2017	<b>8/6/2017</b>
Summer 2	2017	7/10/2017	8/25/2017	<b>9/24/2017</b>

\*Fall 2015 is the last term for 45 days until payment due  
Starting Spring 2016 – due date is 30 days after end of term