

Do not sign this form until you have read it completely.

BELLARMINE UNIVERSITY TUITION CONTRACT

All Bellarmine University students must choose a payment method from the options presented below. Please read this form carefully and choose the option that best fits your circumstances. A description of each payment method can be found below. Tuition rates are published in each semester's Course Schedule.

The payment options are as follows:

Payment at Registration (PAR)	Government Assistance (ROTC, VA, VOCCR)	Monthly Payment Plan (MPP)
Corporate Reimbursed (CORP)	Deferred (DEFR)	Work-Study (WS)

Corporate and Deferred payment method payments are due 30 days after grades are posted online for each semester. Future semester's payment due dates will be printed in that semester's Class Schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page.

Student _____
(Print - Last name, First name, Middle Initial)

Payment Plan Choice _____

Student ID Number _____

For those choosing Deferred or Corporate Reimbursed payment plans only:

Employer _____

Employer Contact _____ Phone _____

I understand that if it is necessary for me to withdraw from a class and/or the program, I must complete the proper withdrawal form with the Registrar's Office. I understand that the Refund Policy for tuition only is published in each semester's Course Schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. I understand that course fees, mandatory fees and special fees are not refundable after the 100% refund period has expired. I understand that bills and billing statements will be available at my.bellarmino.edu, and billing information will be sent to my official Bellarmine e-mail account.

Once registered for classes, I understand that I will incur a legal obligation to pay tuition and fees, subject to the published refund/withdrawal schedule. The account balance is available on-line at my.bellarmino.edu by selecting the [Student] tab and the (My Account Information) page. Each semester's payment due dates will be printed in that semester's Class Schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. Please call the Bursar's Office at (502) 272-8264 with questions.

Delinquent accounts are charged a 1.5% finance charge monthly or 18% annually. Bellarmine University reserves the right to cancel registrations due to delinquent tuition payments unless special arrangements have been made with the Bursar's Office. Cancellation does not remove responsibility for payment. In the event of default, the University may notify credit reporting agencies, a collection agency, and/or bring a legal action to recover payment, interest and collection fees. You agree to reimburse us the fees of any collection agency which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorneys' fees and court costs, without limitation, that we incur in such collection efforts.

Student Signature _____ Date _____

BELLARMINE UNIVERSITY PAYMENT OPTIONS

Payment At Registration (PAR)

This method requires payment in full for each semester by the published due date. In order to avoid interest charges, payment must be received by the date published in the semester schedule, and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. If the payment is not received on or before the due date, interest charges will be assessed monthly at the rate of 1.5% or 18% annually. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

Financial Aid recipients should choose the PAR payment plan and remit any amount due the university by the due date published in the semester schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page to avoid interest charges. If total Federal Title IV Financial Aid exceeds your charges, refund checks or e-refunds will be generated within the 10 business days following the occurrence of the credit balance. To sign up for direct deposit e-refund, go to my.bellarmino.edu on the (My Account Information) page under the [Student] tab.

Work-Study Plan (WS)

If you will be receiving work-study funds and elect to have 100% or 30% of your paycheck automatically deducted and applied to your account, you may register for this method. To be eligible for this interest-free plan, you must complete a Tuition Authorization Form to have the deduction applied to your account. The Tuition Authorization Form can be found on the Bursar's website or in the Bursar's Office. This plan allows you to pay your tuition directly with your work-study paychecks throughout the semester. Any amount not covered by work-study must be paid by the due date published in the semester schedule, and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

Monthly Payment Plan (MPP)

With this "pay as you go" plan, the student pays an enrollment fee per semester. Families can divide tuition payments over a 6, 5, 4 or a 3 month, interest-free period. Start as early as May 27 to enroll in the 6 month plan for Fall and by December 1 to enroll in the 5 month plan for Spring. This plan is strongly encouraged as a valuable service. This plan is for the Fall and Spring semesters only. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts. **Payment plans are self-enrolled and must be renewed each semester.** Enroll online at my.bellarmino.edu by selecting the [Student] tab and the (My Account Information) page. Choose to put the **Full Amount Due** on a payment plan or create a **Custom Balance** plan for an amount different than the estimated bill total. Contact the Bursar's Office with any questions.

Government Assistance (ROTC) (VA) (VOCR)

If you are receiving a full ROTC scholarship, please indicate (ROTC) as your payment method. If you are receiving Veteran's Administration (VA) or Vocational Rehabilitation (VOCR) benefits, please indicate the appropriate code as your payment method. The student or the government agency must provide Bellarmine with appropriate documentation **each semester**. The portion of your balance not covered by government assistance must be paid in full by the due date published in the semester schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

Deferred Payment Plan (DEFR)

This method is only for those students that receive tuition reimbursement from their employers and wish to defer the payment of their tuition until 30 days after grades are available each semester. **The student must provide Bellarmine with appropriate documentation from the employer at the beginning of each semester.** There is a \$25 fee per course assessed to defer the payment. The portion of your balance not covered by your employer must be paid in full by the due date published in the semester schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. If the account is not paid in full by the due date, finance charges are assessed monthly in the amount of 1.5% or 18% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

Corporate Reimbursed (CORP)

This method is for those students who have their tuition paid directly to the University by their employers. This plan carries no interest charges provided the tuition is paid in full within 30 days from the date the grades available to the student. **The student must provide Bellarmine with appropriate documentation from the employer at the beginning of each semester.** The portion of your balance not covered by corporate reimbursement must be paid in full by the due date published in the semester schedule and on-line at my.bellarmino.edu by selecting the [Student] tab and the (Bursar's Office) page. If the account is not paid in full within 30 days, the account carries a 1.5% finance charge monthly or 18% annually. Please contact your employer's Fringe Benefit Coordinator to find out the company reimbursement policy. Outstanding balances must be paid in full before you will be allowed to register for any further classes or receive official transcripts.

In order to qualify for the Deferred or Corporate payment plans, you must provide documentation from your employer each semester stating their intention to pay or reimburse educational expenses.