MOUNT ST. MARY'S COLLEGE

Business Office

SPRING 2012 Graduate Clearance Form

Returning Students

Please complete and return this form to the Business only if you have tuition remission from your employer or sponsored billing. The Financial Clearance Deadline to clear your account and submit this form is **December 14, 2011.** Students who do not clear their balance by the deadline will be assessed a ***$100 late fee***. If you do not clear your account either by payment in full or payment plan, after the first day of class **(January 09, 2012)** another $100 late fee will be assessed, for a total late fee of ***$200*** assessed to your account. Students who do not clear their accounts may be dropped from classes and a restriction will be placed on the Account. Faxed Payment Forms and/or electronic format will be accepted.

Name _____ MSMC ID# _____
(Last) (First)

Address _____ Phone ( ) _____
(Street)

_____ Email _____
(City) (State) (Zip)

Tuition (____ Units x $752)	
College Services Fee	$ 121.00
Less Financial Aid*** (Do not include Alternative Loans)	
Less Archdiocese Discount** (35% of Tuition)	
Less Cooperative Teacher's Waiver (Up to 3 Units)**	
Less Alternative Loan	
Total Amount Due* or <Refund Amount>	

*** Calculate Financial Aid Loans at 97% of the amount shown on your award letter. ** To be eligible for Archdiocese Waiver you must submit the application and proof of employment by 02/09/11. Application submitted after this date will be considered on an appeal basis only and is not guaranteed. Please see application for details.

***Please Indicate Below Method of Deferred Payment:**

☐ Sponsored Billing – Invoice will be submitted to Employer or Sponsor for reimbursement. Verification of Sponsorship from Employer is required.

☐ Deferred Billing – Tuition will be paid by Employer at end of Semester, upon receipt of grades. Verification of tuition reimbursement from Employer is required.

☐ Veteran's Benefit – Invoice will be submitted to the Veteran's Administration for reimbursement. Verification of benefit is required.

☐ Other Benefits – Please indicate the type benefit that will apply towards tuition: _____ Verification of Benefit is required.

It is understood that: It is understood that:

- If the student withdraws from the college prior to final payment on the note, the Maker will be responsible for the amount due in accordance with the College's policy of Withdrawal Charges.
- The Maker is responsible for making payments on time if paying via monthly installments.
- The Maker shall pay any and all reasonable costs of collection incurred by the College occasioned by default of the Maker. In the event that an action is brought by the College to enforce the terms of this agreement, the Maker shall pay all costs thereof, including but not limited to attorney fees.
- I have read, understand, and agree to the terms of this Clearance Form.

Signature _____ **Date** _____

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