



CHRISTENDOM COLLEGE

4407 Sano Street
Alexandria, Virginia 22312
www.christendom.edu/grad
703.658.4304
703.658.2318 (fax)

Christendom Graduate School Tuition Payment Plan Contract

I, _____, agree to pay the Christendom Graduate School the sum of
name

_____ according to the following payment plan:
total amount

__ One payment of _____ due by January 31, 2012.

__ Two equal payments of _____ due January 31, 2012 and February 28, 2012.

__ Three equal payments of _____ due January 31, February 28, and March 31, 2012.

__ Four equal payments of _____ due January 31, February 28, March 31, and April 29, 2012.

I understand that any future reduction of this amount owed, due to my withdrawal from the course, will be made only according to the terms and schedule explained below.

Signature

Date

Automatic Payment Authorization

I give the Business Office of Christendom Graduate School permission to process my payments (according to the plan selected above) using the following credit/debit card information.

Card # _____ Exp Date ____/20____ Security Code: _____

Signature of Cardholder

Printed Name of Cardholder

Date

Please PRINT this form out and MAIL it to NDGS at the address at the top of the page BY the first class.
Thank You!

See below for refund information.

Refund Policy

Tuition will be refunded to students who find it necessary to withdraw (or to change to audit status) after registration according to the following schedule. The effective date of withdrawal is the date upon which written notice is received in the business office. Students who withdraw from a course (or drop to audit status) and who have not yet paid the tuition will be liable for the tuition amount minus any applicable refund amount. Please note that *non-refundable* fees, namely the registration fee and the technology fee, will not be refunded after the beginning of the semester, regardless of when the notification of the drop is received.

Before the second class	100%
Before the third class	75%
Before the fourth class	50%
After the fourth class	No Refund

For Online Classes

Refunds for online courses are given only if the request is received by the business office within 30 days of the student's receiving the access code for the course.

Before completing 2 hours on the course site – 100% refund

Before completing 4 hours on the course site – 75% refund

Before completing 8 hours on the course site – 50% refund

After being logged on the course site for 8 hours – No Refund

Please note that *non-refundable* fees (registration fee and technology fee) will not be refunded after the start of the semester.