



# Financial Services

## Fall 2009 Payment Policy for Graduate Students

Welcome to Nazareth College! We hope that the following information will assist you in answering questions you may have about billing. Please do not hesitate to contact Financial Services if you have any concerns not addressed below. Office hours are Monday – Thursday 8:30 am – 5:00 pm and Friday 8:30 am – 4:30 pm.  
Summer hours are Monday – Thursday 8:00 am -4:30  
Friday 8:00 am – 12:00 pm

- Visit us in person in Smyth Hall Room 44
    - Give us a call at 585-389-2043
    - Send us an email at [stuaccts@naz.edu](mailto:stuaccts@naz.edu).
- We would be happy to help!

### Financial Services Fast Facts

- Tuition: \$683.00 per credit hour (except the Doctor of Physical Therapy Program and MSW)
  - Registration fee: \$20 (\$25 late registration fee for students registering after August 25, 2009)
  - Fall semester bills will be mailed the week of July 6, 2009, due date August 5, 2009.
  - Students registering for classes after August 5, 2009 may not receive a bill in the mail. Please provide payment when you register, or contact Financial Services to arrange for payment.
  - Students that do not meet financial obligations by the due date are in jeopardy of being deregistered from class(es). If deregistration occurs, students need to pay their bill and a \$100 re-enrollment penalty fee.
  - Acceptable forms of payment:
    - Cash
    - Check (payable to Nazareth College of Rochester)
    - MasterCard
    - Visa
    - Discover
- Credit card payment can be made online using the “Pay Tuition Online” link on our website:  
[www.naz.edu/dept/studentaccounts/](http://www.naz.edu/dept/studentaccounts/)

### Financial Aid

- If you are anticipating financial aid to cover your balance, but the credit is not showing on your bill, you will need to obtain a deferral form from the Financial Aid Office and return it to Financial Services along with your tuition bill. Students whose bill reflects no balance or a credit balance due, do not need to return the bill unless there are changes that need to be made.
- In order to receive a Financial Aid Deferral, a Free Application for Federal Student Aid (FAFSA) must be filed, and a Student Loan Request Form must be submitted to the Financial Aid Office.

***Students are not officially registered for classes unless their bills have been paid in full or are satisfied by financial aid.***

## Other Payment Options

### Financial Services Deferral

- If you are unable to pay your entire balance by the due date, you may choose this option. Financial Services requires half of your balance due (after deducting any Financial Aid) along with the upper portion of your billing statement by the due date of your bill.
- Once Financial Services receives the half payment, you will be mailed a Promissory Note for the remaining balance which can be deferred until October 5, 2009.
- The Promissory Note must be signed and returned to our office by August 24, 2009. Interest on this deferral accrues from the due date on your bill and is calculated at 1% per month.

### Employer Sponsored Tuition Plan (ESTP)

- Eligible students are able to defer tuition payment beyond the end of the semester through January 4, 2010, based on their employer's planned tuition reimbursement. Students can obtain an application for payment deferral from Financial Services in Smyth 44, Graduate Student Services in Smyth 147 or the Financial Services website [www.naz.edu/dept/studentaccounts/](http://www.naz.edu/dept/studentaccounts/)
- The ESTP deferral form must be completed by the student and employer and submitted to Financial Services, along with any charges that are not covered by the employer, one week prior to the start of the semester. It is the student's responsibility to provide Financial Services with a copy of their employer's tuition reimbursement policy on company letterhead each semester.
- Students must provide a Visa, MasterCard or Discover number on the ESTP deferral form. This authorizes Financial Services to charge any unpaid balance to your credit card should payment not be received by the date indicated on the deferral form.
- A \$50 late penalty will be assessed if full payment is not received by the due date indicated on the ESTP deferral form or if a credit card cannot be processed.

### TuitionPay from Sallie Mae

- Sallie Mae administers the TuitionPay monthly payment plan. TuitionPay is available to graduate students registered for a minimum of 6 credit hours per semester. Students are able to pay education expenses interest-free over a period of four months.
- There is an enrollment fee of \$35 per semester.
- The deadline for enrollment for the fall semester is August 24, 2009.
- Tuition Pay is not offered as a summer semester payment option.
- If you have already applied for TuitionPay, but your contract amount has not been deducted from the balance due on your bill, please indicate the amount of your TuitionPay contract on your bill before returning it. In order to secure your registration, we will need to verify that you have a contract in place with Sallie Mae by August 24, 2009.
- Call Sallie Mae for assistance: 1-800-635-0120.

### Tuition Waiver

- A graduate tuition waiver is offered to professionals in the field under whose supervision Nazareth student teachers, interns, and clinicians are placed. The tuition waiver is accepted in lieu of tuition payment.
- Students may use waivers up to a maximum equivalent of 3 credit hours per semester (Summer I and Summer II are considered one semester). The graduate tuition waiver specifies the number of credit hours it is worth.
- A \$20 registration fee, a signed Promissory Note (if you have not received the waiver), and any amount not covered by your tuition waiver are necessary to fulfill your financial obligations. Financial Services must have the tuition waiver no later than September 14, 2009.