

## LEE UNIVERSITY PROMISSORY NOTE

In order to be able to complete the registration process and prevent classes from being dropped from your schedule, you must choose one of the following payment options and sign at the bottom.

**Payment in full**

**Deferred Payment Plan:** I wish to pay the down payment amount and use the deferred payment plan to pay for the remainder of my bill. (See Deferred Payment Plan below)

**Commit Dual Enrollment Grant:** I want to use my Dual Enrollment Grant to pay my bill and defer any remaining balance using the deferred payment plan (See Deferred Payment Plan below).

**\*Note: If you are ineligible for the Dual Enrollment Grant at any point in the semester, your semester balance will be put on the deferred payment plan as described below. You will be responsible for paying the entire balance according to the deferred payment plan.**

### DEFERRED PAYMENT PLAN

**If payment is not made on the due date, a \$35 late fee will be assessed.**

The balance must be paid according to the following schedule:

**October 31** Final payment due for Fall Semester      **March 31** Final payment due for Spring Semester

**In the event that the student does not receive the Dual Enrollment Grant or the grant does not cover the entire balance, the student is responsible for all charges.**

**REFUND POLICY:** Tuition and room refunds are based on total tuition and room charged for the semester, exclusive of matriculation fee, registration fee and/or late registration fee, and not the amount paid. The following will determine the amount of adjustment provided the student withdraws formally through the Center for Student Success. Board will be adjusted by the full amount unused to date of withdrawal. Tuition, fees, and room with the exception of matriculation and registration fees, will be adjusted on the following percentages:

The following refund policy applies to any **sixteen-week courses** taken within the fall and spring semesters.

During the first two weeks of semester	80% of tuition and fees
During the third week of semester	60% of tuition and fees
During the fourth week of semester	40% of tuition and fees
During the fifth week of semester	20% of tuition and fees
After the fifth week of semester	NO ADJUSTMENT

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, my financial aid eligibility might be affected and I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at Lee University. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. **I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.**

**NOTE: Course drop fees still apply (\$10/course). Required fees will not be refunded.**

No person who registers as a full-time student and is later permitted to drop enough courses to place him/her in the classification of a part-time student will be entitled to an adjustment or prorated tuition after the fifth week.

It is agreed that in the event my account is not paid before final exams, I waive my right to take my exams or receive credit for my work completed during the semester. I also understand that if I fail to pay my account on time as agreed or owe any monies to the university, Lee University will place a financial hold on my account, preventing me from registering for future classes, requesting official or unofficial transcripts, viewing my grades online, or receiving my diploma. In the event of default in payment of the account with the school, and if the same is placed in the hands of a 3rd party collector, I agree to pay all costs and expenses incurred by the university for collection efforts which may be based on a percentage of no more than 33% of the amount owed to the school. Additionally, I understand that delinquency of my account will be reported to one or more of the national credit bureaus and may negatively impact my credit score. It is further agreed that if I pay any part of my fees due via check or e-check and the payment is returned from the bank for non-sufficient funds, closed account, or any other reason, I will be assessed a returned check payment fee of up to \$30 per check. This policy shall be in effect currently and is applicable still if my account is ever turned over to a 3<sup>rd</sup> party collector for non-payment. Lee University is a non-profit institution of higher education. As such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are not dischargeable in bankruptcy proceedings. Therefore, it is agreed by signing below, that you are receiving a student loan and you understand that it is not dischargeable under Bankruptcy Law.

**POLICY ON WITHDRAWAL OF OVERPAYMENTS** – Refunds of overpayments from scholarships, student loans, grants, etc. will be processed only after funds are received and create a credit balance. Upon written request, overpayments will be refunded within one week. Students must request a refund of the entire credit balance.

I have carefully read the above and agree to conform to the terms and conditions as set forth in this agreement for the current semester.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT ID#

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE