

## Tuition Deferment Plan Application

### MFA Program

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If you would like to participate in the Tuition Deferment Plan (TDP) please complete the attached application. Part I, Part II and the Promissory Note must all be returned to:

Office of Student Financial Services  
Queens University of Charlotte  
1900 Selwyn Avenue  
Charlotte, NC 28274

The TDP deferment fee is due January 1<sup>st</sup> for the January – May term, May 1<sup>st</sup> for the May - November term, along with any tuition amount not being deferred. Bookstore purchases and miscellaneous fees cannot be deferred under this plan.

The fee for participation in the TDP program is \$100 per term.

*The enrollment fee is required to process the TDP application. TDP application forms submitted without payment of fees will be returned.*

For additional information please contact the Office of Student Financial Services by email at [finaid@queens.edu](mailto:finaid@queens.edu) or by phone at 704 337-2225.

## Queens University of Charlotte Tuition Deferment Plan Application Form

To apply for the TDP for the next term you should complete **PART I**, have your employer complete **PART II**, and then return this application with the enrollment fee to the Office of Student Financial Services as soon as possible but no later than January 1<sup>st</sup> for the January – May term or May 1<sup>st</sup> for the May - November term.

### PART I: TO BE COMPLETED BY THE STUDENT

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Program of Study: \_\_\_\_\_ MFA in Creative Writing

1. Term and Year for which you are applying for the TDP: \_\_\_\_ Jan-May \_\_\_\_ May-Nov 200\_\_

2. Number of credit hours that you plan to take this term: \_\_\_\_\_

3. Tuition amount you are applying to defer under the TDP? \$ \_\_\_\_\_

*Tuition for the term will be deferred until July 1<sup>st</sup> for the January - May term and January 1<sup>st</sup> for the May - November term. If payment in full is not received by the due date, a late payment fee will be incurred and assessed each month until payment in full is received, and you will be ineligible to apply for the TDP for future terms. If you are a graduating senior, in order to receive your diploma, tuition will need to be paid in full prior to the graduation ceremony.*

*You are ultimately responsible for full payment to Queens University of Charlotte by the due date listed in the TDP Promissory Note Instructions whether your employer has agreed to pay the college directly or to reimburse you. Any tuition not being deferred and the deferment fee for the semester are due by January 1<sup>st</sup> for the January – May term or May 1<sup>st</sup> for the May - November term. Bookstore purchases cannot be deferred on this plan.*

I elect to defer my tuition under this plan and hereby accept liability to Queens University of Charlotte for all charges incurred in association with the classes for which I register.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: TO BE COMPLETED BY THE EMPLOYER**

Employee Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Length of Employment: \_\_\_\_\_

YES NO Is this employee eligible for your company's tuition assistance benefit?

YES NO Will the tuition assistance you provide pay for the amount of tuition charges specified in PART I, #3?

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_  
Please Print

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

### TDP Promissory Note Instructions

Please complete the Queens University of Charlotte TDP promissory note according to the following directions:

(A) Sum Amount:

This will be the tuition amount that you are deferring this term, and should correspond to the amount specified in PART I, #3 of the TDP Application Form. Please use the rate of tuition applicable to your program of study. The deferment fee, any other fees (lab, music etc.), and bookstore purchases cannot be deferred on this plan. The dollar amount should be written out in full on the line provided and then in numerical form within the parenthesis.

(B) Payment Date:

Using the table below, fill in the date your deferred tuition will be due based on the term you are requesting to defer:

January – May Term .....	Due July 1
May – November Term .....	Due January 1

(C) Signature:

Your signature must be notarized. There are notaries on campus should you not have access to one. Please contact the Office of Student Financial Services for more information regarding the availability of notaries.

- **Please Note:** The signing of the attached promissory note means that you accept full responsibility for the amount of tuition you are deferring.

**TUITION DEFERMENT PLAN  
PROMISSORY NOTE**

The undersigned promises to pay to the order of QUEENS UNIVERSITY of CHARLOTTE, the sum of \_\_\_\_\_, (\$ \_\_\_\_\_)

Upon failure to make payment within five (5) days of July 1<sup>st</sup> for the January - May term and January 1<sup>st</sup> for the May - November term, and should this note be turned over for collection, the undersigned shall pay all reasonable legal fees and costs of collection. The undersigned shall be jointly and severally liable under this note.

Signed under seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**Signature/Seal**

North Carolina

Mecklenburg County

I, \_\_\_\_\_ a Notary Public for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Official Seal)

My commission expires on \_\_\_\_\_, 20 \_\_\_\_\_