



Tuition Deferment Plan Application

Undergraduate Programs

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 August 10th for fall term, January 10th for spring term and May 10th for summer term enrollment, 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 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 August 10th for fall term, January 10th for spring term and May 10th for summer term.

PART I: TO BE COMPLETED BY THE STUDENT

Name _____ Student ID# _____
Address _____
Home Phone _____ Business Phone _____

1. Term and Year for which you are applying for the TDP: ___ Fall ___ Spring ___ Summer 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 February 10th for the fall term, June 10th for the spring term and September 10th for the summer 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 September 10th for fall term, January 10th for spring term and May 10th for summer term.

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:

Fall Term.....	Due February 10
Spring Term.....	Due June 10
Summer Term.....	Due September 10

(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 February 10th for the fall term, June 10th for the spring term and September 10th for the summer 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 _____