

**PART I: STUDENT INFORMATION** *(To be completed by the student)*

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

Address \_\_\_\_\_

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

**Total tuition and other charges deferred under the TDP: \$ \_\_\_\_\_**

Are any of the classes in which you are enrolled and are applying for TDP continuing more than one term?    Yes    No

*\* TDP is for one term only. If costs extend beyond one term and are unpaid, late fees are assessed.*

**Tuition Deferment Plan Terms:** The TDP enrollment fee of **\$250.00** for the term is due upon receipt of the completed plan form. The amount covered by the plan is determined by the employer's contribution page. Any item or amount not covered by the employer must be paid by the student along with the enrollment fee no later than the first day of class for the term for a student account to be considered in good standing and not subject to late charges. **TDP plans are specific to the term and a new TDP application (including the employer information page) must be completed for each term.**

Payments not paid on the specified due date below will result in the following until the account is paid in full: A hold placed on the student account, potential of dropped classes, no access to transcripts, late payment fees of \$75.00 per month, and ineligibility to apply for the TDP in future terms. If you are graduating and are applying for TDP in the term in which you will complete your degree requirements, full tuition is due in order for you to receive your diploma and final transcript.

\_\_\_\_\_ (initial) I have read and understand the terms of the Tuition Deferment Plan (TDP) and promise to pay Queens University of Charlotte the total sum incurred by my registration. If my employer will not pay my tuition or other fees I understand it is my responsibility and will pay no later than the due date for my term. The interest rate on the TDP is 0%. If a course covers multiple terms, a form must be completed for each semester of the course. Should default occur, the following fees and actions will occur: Late charges of \$75 will be assessed each month of delinquency. If the account is sent to an outside collection agency, the default will impact any or all of the three credit reporting agencies.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**EMAIL COMPLETED FORM AND PAY FEE BY:**  
**September 1st to: [studentaccounts@queens.edu](mailto:studentaccounts@queens.edu)**

**Full payment must be made no later than the date listed below for both graduate and undergraduate students:**

**January 5th 2024**

*\*Graduating students will not receive their diploma until balance is paid in full.\**

Payments may be made online at MyAccount.Queens.edu or mailed to:

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

**PART II: Employer Information** *(to be completed by the employer)*

An employee of your company is applying for the Tuition Deferment Plan to defer payment of his/her tuition to a specific date at the end of the term enrolled. Please complete the following section and return to the employee or submit electronically via email to **StudentAccounts@queens.edu**.

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

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

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

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

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

*(Please Check One)*

Yes No Is this employee eligible for your company's tuition assistance benefit?  
 Yes No Does your tuition assistance plan have a dollar amount maximum?  
 If yes, please list the cap dollar amount \$ \_\_\_\_\_ Per term Per year

Yes No Are there limitations to your plan? If yes, please describe below or attach your company's tuition assistance policy.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\_\_\_\_\_  
 Date

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

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

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