VILLANOVA UNIVERSITY

This application enrolls students in the **College of Professional Studies Deferral Plan**. Under this plan, tuition and fees for each semester or part of term may be deferred until 30 days after the conclusion of the course. The deferral period is intended to allow time for employer reimbursement or for students to remit payment in full. Students are required to submit payment to Villanova University within 30 days of course completion to avoid the initiation of collection procedures.

Student Information

Last Name _____ First Name_____

University ID _____ Villanova Email_____

Employer Information (if applicable)

Employer Name_____

Employer Address_____

City _____ State _____ ZIP _____

Human Resources Contact

Name _____ Telephone Number _____

A non-refundable **$100** participation fee is required **PRIOR** to the start of the first course for this application to be processed. Payment can be made to your student account via MyNova-V-Bill.

You can also mail your payment by check or money order to: Villanova University, ATTN: Bursar's Office, 800 Lancaster Avenue, Villanova, PA 19085.

Indicate Payment Method: ☐ Online ☐ Check

By signing below, I confirm that I have read the terms and conditions of the **College of Professional Studies Deferral Plan** and understand the consequences of failure to abide by the terms and nonpayment. If applicable, I also authorize Villanova to contact my employer to confirm the information I have provided on this form.

Signature _____ Date _____

Note: If using Employer Reimbursement, please include a letter from your employer indicating that the company has a tuition reimbursement policy and specifically that you (letter include your name) are eligible for the tuition reimbursement benefit.

Please email this application and the employer letter, if applicable, to bursar@villanova.edu

Terms and Conditions

You agree to the following terms and conditions when applying for **College of Professional Studies Deferral Plan**:

- To pay your account in full within **30 days** of the end of the semester or part of term covered. Payment is due regardless of the status of employer reimbursement or employment status. Failure to pay within this period will result in a financial hold that will prohibit access to grades, official transcripts, diplomas, certificates, and future registration as well as eligibility for the deferral plan. Your account may be referred to a collection agency.
- If using employer reimbursement you will maintain the V-Bill statement required for submission to the employer for reimbursement.
- To pay immediately for charges upon university withdrawal.
- Diplomas or certificates of completion will not be issued until the full balance has been paid.
- Villanova reserves the right to cancel this plan, if the information provided on the application is false.
- This College of Professional Studies Deferral Plan application applies to one degree/CPS program. If you enroll in a second degree/program you will need to complete another application and pay the $100 fee if you wish to defer payment.
- If during the semester/part of term, there are payments made to your account from another source (e.g. student loan) these payments will first be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.
- University withdrawal policies apply to both student and employer's share of tuition.
- A $150 late payment fee will be applied if all balance is not paid within 45 days of the end of semester/part of term.
- If the entire balance is not paid in full no later than 45 days from the last days of classes for the semester/pert of term, the University may take any of the following actions:
    - Declare the full amount of tuition and fees immediately due and payable
    - Report the delinquency to a credit bureau(s)
    - Refer the tuition account to a collection agency or law firm for the full amount due, plus any associated collection costs and legal fees

      These costs amount to:
        - 40% of the total balance due (including principal amount and late fees)
        - 100% of your costs