

Nova Southeastern University- School of Business Graduate Programs  
Masters level only

**Deferred Payment Procedure (Revised)**

Students eligible for deferred payment must complete the following **no later than 3 weeks** from the beginning of **every term**: Only charges incurred prior to the start of the term are eligible to be deferred.

**1. Submit verification of current employment with eligible employer.** This can be done by sending an email from your place of employment to: **John LaSota** (see contact info below), which must include your name, NSU student id#, and a sentence briefly stating that: "this is to verify that I am currently employed by: (your employer)", and that you are requesting to be setup for tuition deferment for: (the corresponding term)."

**\*NOTE\*** Since this is to be done it is recommended that you keep a copy of this email on hand which will save you the trouble/time of having to type this out every term. All you'll have to do is update the term information and submit it.

**\*NOTE\***

**2. Submit TWO separate payments (on the same day)** during the first 30 days of the term to avoid a late fee of \$100, which is automatically assessed. Be sure not to confuse this with 30 days after your classes begin. Weekend and online graduate classes usually begin a week or two after the term officially begins.

**\*NOTE\*** Response will be sent to you via email with these exact amounts and dates for that term. **\*NOTE\***

**FIRST PAYMENT**

**All fees are due up-front.** Credit card authorization or check for the \$75 deferred payment fee, plus+ all other University Fees. Normal 2 course load Total of \$320.00 for the 1<sup>st</sup> payment is **NOT to be post-dated**, because it is processed immediately.

**SECOND PAYMENT**

Credit card authorization or check for the tuition only must be **post-dated for 5 weeks after the last day of your final scheduled class meeting for the corresponding term.** For example, if your class(s) ends on March 19<sup>th</sup>, your payment should be dated April 23<sup>rd</sup>. **\*NOTE\* The processing of this payment is not contingent upon receipt of your employee reimbursement \*NOTE\***

**Necessary Information**

The following information must be on BOTH payment submissions: NSU ID number, correct dates, term code, and company/cluster name. **If any of this information is missing or incorrect, there will be a delay in processing and YOU will be responsible for any late fee(s) incurred/assessed.**

Here is a list of term codes:

Summer II	School Year + 10 (i.e. 201410)
Fall	School Year + 20
Winter	School Year + 30
Spring	School Year + 40

Payments (checks or credit card authorization), should be brought in or sent directly to the Bursar's Office by mail at:

Nova Southeastern University  
Bursar's Office  
3301 College Avenue  
Fort Lauderdale, FL 33314

**\*Contact Person:** John LaSota  
email: [jlasota@nova.edu](mailto:jlasota@nova.edu)  
phone: (954) 262-5205

Or you may fax the credit card authorization forms to: (954) 262-2473

Download the Credit card authorization form from the link located below (**print two copies**):

**[NSU Credit Card Payment Form](#)**