

**Nova Southeastern University- Huizenga College 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: **ESS Student Accounts** at the email address [studentaccts@nova.edu](mailto:studentaccts@nova.edu). Be sure to include your name, NSU ID, and a statement: "This is to verify that I am currently employed by (your employer)", and that you are requesting your account to be setup with tuition deferment for (indicate the term)."

**\*\*NOTE\*\*** It is recommended that you keep a copy of this verification email and prior to the beginning of each term update the information. **It must be sent from your place of employment each term to ESS Student Accounts.**

- 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 on any balance due. 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.

**FIRST PAYMENT**

**All fees are due to be paid when the deferment plan is set up.** Credit card authorization or check for the \$75 deferred payment fee, plus+ all other University Fees are due. The 1<sup>st</sup> payment **cannot be post-dated**, because it is processed when the plan is set up. Example: for a normal two course load, the fee total will generally be \$357.50 (but it may vary).

**SECOND PAYMENT**

Credit card authorization or check **for the tuition only** is the 2<sup>nd</sup> payment to be submitted **when the plan is set up**. It is to 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 second payment **will be processed** on the date scheduled and is not contingent upon receipt of your employee reimbursement.

**Required Information for both payment submissions:**

NSU ID number, name, **correct dates(?)**, term code, and company/cluster name, signature.

**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:

Fall	School Year + 20 (i.e. 201620)
Winter	School Year + 30
Summer	School Year + 50

Payments (checks or credit card authorization), are to be delivered directly to the Bursar's Office in person or by mail to:

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

**Contact:** **ESS Student Accounts**  
email: [studentaccts@nova.edu](mailto:studentaccts@nova.edu)  
phone: (954) 262-5200

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

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

[http://www.nova.edu/bursar/forms/cc\\_authorization.pdf](http://www.nova.edu/bursar/forms/cc_authorization.pdf)

Eligible Graduate School of Business Students  
Master's level only