

**Nova Southeastern University – School of Business Graduate Programs  
Masters level only**

**Deferred Payment Procedure**

Students eligible for deferred payment must complete the following **no later than 3 weeks** from the beginning of **every term**: Capstone students must notify the Bursar Office once charges are placed on their account.

**Submit TWO separate payments on the same day.**

(Please note a Late Fee and Hold are assessed by the Bursar's Office 30 days from the beginning of the **term**—not the beginning of the class—for accounts with a balance due and no acceptable payment arrangement have been made. Weekend and online graduate classes usually begin a week or two after the term officially begins.)

**FIRST PAYMENT**

**All fees are due up-front.** Credit card authorization or check for the \$75 deferred payment fee, plus+ all University Fees. Normal 2 course load Total of \$282.50 for the 1<sup>st</sup> payment and this **can NOT be post-dated, it is processed immediately.**

**SECOND PAYMENT**

Credit card authorization or check for the tuition amount only **post-dated (or dated) for 5 weeks after the last day of YOUR class.** For example, if your class (or classes) ends on March 19, 200X, your payment should be dated April 23, 200X.

**Necessary Information**

The following information must be on BOTH payments: 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 fees.**

Here is a list of term codes:

Fall 2010	201120
Winter 2011	201130
Spring 2011	201140
Summer 2011	201210

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

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

**\*Contact:** Sean Hyatt, [seanhyat@nsu.nova.edu](mailto:seanhyat@nsu.nova.edu)  
(954) 262-5206

Or you may **fax** the credit card authorization forms to 954-262-2473.

If you have any questions, please contact your Enrollment Counselor at 800-672-7223 x5000

Download the Credit card authorization form located below (**print two copies**):  
<http://www.nova.edu/cwis/bursar/forms/ccauthform.pdf>

Eligible Graduate School of Business Students  
Master's level only

## Deferment Companies & Clusters for School of Business

-Master's level programs only!!

All students must pay \$75 deferment fee plus all fees in the first payment.

- Aetna
- American Express
- Assurant Solutions
- ATT/Bell South\*
- AutoNation
- Baptist Health South Florida
- Beckman Coulter, Inc.
- Boca Community Hospital
- Boston Scientific Corporation
- Broward County Govt. (All departments.)
- Broward Health
- Burger King
- CBS / CBS Digital
- Carnival Cruise Lines
- Cedar Rapids, IA (Rockwell Collins)
- CIGNA Corporation
- Citicorp/Citigroup/Citibank
- Citrix
- City Furniture
- Coca Cola Enterprises
- Coldwell Banker
- Comcast
- Computer Sciences Corporation
- Convergys Corporation
- Cordis Johnson & Johnson
- DHL
- Dade County Government ( all Cities/agencies)
- Disney World
- Emergin
- Equitrac
- FedEx
- First Data
- FPL\*
- Franklin Templeton
- GEICO\*\*
- General Electric/NBC/Universal
- General Motors/GMAC
- HCA ( Hospital Corporation America)
- Hollywood MPA
- Home Depot
- Humana Corp.
- Jarden Consumer Solutions
- JM Family Enterprises
- Kos Pharmaceutical Inc.
- Kraft Foods
- Lawnwood Medical Center/Ft. Pierce
- Lockheed Martin
- Mercantil Commercebank
- Met Life
- Merrill Lynch /Bank America Corporation.
- Motorola
- NCCI
- Novartis Pharmaceutical Inc.
- Noven Pharmaceuticals Inc.
- Ocean Bank
- Office Depot
- PBSO (Palm Beach) – MPA
- Piper Aircraft/Vero Beach cluster
- Price Waterhouse
- Proctor and Gamble
- Royal Caribbean Cruise Lines
- State Farm Insurance
- St. Lucie County, FL--MPA
- So Florida Water Management District
- Stuart/MMH
- Teva Pharmaceuticals
- Tropical Financial Credit Union
- Turner Construction
- Tyco/ADT/SimplexGrinnell
- United Space Alliance
- UPS
- Vista HealthPlan
- Volusia County, FL-MPA
- Wachovia
- WatsonPharmaceuticals

\* These companies also have direct billing through their company Human Resource Educational Benefits. Students should contact their company for details.

\*\* No first payment.

Approved list as of 3/17/2010

These companies and sites are eligible for deferred payment plan only!!

## Monthly Payment Plan Application

Student's Name: \_\_\_\_\_ NSU ID: N \_\_\_\_\_  

Last
First
Middle Initial

### PAYMENT PLAN INFORMATION

Three-month and 10-month payment plans are available to all NSU students (with the exception of international students) who wish to defer payment at the time of registration. Students may defer payment for any balances remaining on the account after all discounts, financial aid, and other credits have been applied.

To apply for a monthly payment plan, the student must submit a completed Monthly Payment Plan Application along with a \$**15** nonrefundable application fee to the bursar's office. Eligible students will then receive a Payment Plan Contract listing their payment schedule, including deadlines and amounts due. **PLEASE NOTE: Students may not enter into a payment plan agreement unless all prior balances have been paid in full.**

### SECTION 1: AMOUNT TO BE DEFERRED

The amount a student may defer is based on the following calculation: Estimated Costs – Funding Sources = Amount to be Deferred. Estimated costs include tuition, fees, insurance, housing, and meals. Funding sources may include grants, scholarships, loans, and other sources such as the Florida Prepaid College Plan.

Semester: \_\_\_\_\_

Estimated Costs		Estimated Funding Sources	
Tuition and Fees	\$	Financial Aid *	\$
+ Other Institutional Costs	\$	+ Other Sources	\$
<b>TOTAL A</b>	<b>\$</b>	<b>TOTAL B</b>	<b>\$</b>

Please subtract **TOTAL B** from **TOTAL A** for the **Amount to Be Deferred** = \$

When calculating with Federal Stafford Loans, keep in mind that loan origination fees will be deducted from your loan(s). Therefore, the amount credited to your student account is less than the amount listed on your financial aid award notice.

### SECTION 2: PAYMENT PLAN SELECTION

Please select the payment plan you wish to apply for by checking the appropriate box.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Three-Month Payment Plan</b><br>Deadline for receipt of the Payment Plan Application:<br>Three weeks prior to the start of the semester | <input type="checkbox"/> <b>10-Month Payment Plan</b><br>Deadline for receipt of the Payment Plan Application (available for fall and winter terms only): June 1 |
|---|--|

### SECTION 3: STUDENT CERTIFICATION

I understand that the Office of the University Bursar will create a Payment Plan Contract based upon the information I have submitted on this application. The payment plan becomes valid and binding only once the bursar's office receives the signed Payment Plan Contract and all postdated payments in accordance with the payment plan schedule and when the first payment has cleared.

I am instructing the NSU's bursar's office to send the Payment Plan Contract as follows:  
 (Choose one option only.)

via email to: \_\_\_\_\_  
Please print email address

via fax to: \_\_\_\_\_  
Please provide fax number including area code

via U.S. Postal Service to: \_\_\_\_\_  
Please print: street, city, state, and ZIP code

I am submitting a \$**15** nonrefundable application fee along with this application.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## Payment Plan Information

Payment for tuition, fees, and other Nova Southeastern University charges is due in full at the time of registration. However, the Office of the University Bursar offers a variety of payment plans to NSU students to assist in paying the entire balance.

### NSU Payment Plan Options

Three-month and 10-month payment plans are available at the time of registration to all NSU students (with the exception of international students) who wish to defer payment of their tuition, fees, and other institutional charges due. The 10-Month Payment Plan is available ONLY for the fall and winter semesters. The following terms apply.

#### Payment Plan Terms

- In order to be eligible for either the 3-Month or the 10-Month Payment Plan, students must have paid all prior balances in full. Students may defer payment for any balances remaining on their account after all discounts, financial aid, and other credits have been applied.
- The amount a student may defer is based on the following calculation:  
Estimated Costs – Funding Sources = Amount to be Deferred
- Estimated costs include but are not limited to the following expenses: tuition, fees, insurance, housing, and meals. Funding sources may include grants, scholarships, loans, and other sources.
- It is the student's responsibility to notify the bursar's office of any changes in tuition or institutional costs to ensure that future payments are adjusted accordingly. Withdrawal from classes does not void this agreement unless the outstanding balance has been paid in full.
- If a parent, guardian, or other person will be making payments on the student's behalf, NSU requires that the person with the fiscal responsibility to make payments also signs the Payment Plan Contract. The student thereby authorizes NSU to disclose financial aid and student account information to this person for the duration of the payment schedule.
- The following deadlines for submissions of Payment Plan Applications apply: The 3-Month Payment Plan Application must be received three weeks prior to the start of the term. The 10-Month Payment Plan Application must be received by June 1..
- Contracts are issued upon the receipt of the payment plan application and a \$50, nonrefundable application fee. The payment plan becomes valid and binding when (1) the Office of the University Bursar receives the Payment Plan Contract signed by the student and the fiscally responsible person, if applicable; (2) all postdated payments in accordance with the payment plan schedule (checks or credit card authorizations) have been received; and (3) the first payment has cleared. For the 3-Month Payment Plan, the signed Payment Plan Contract must be received no later than one week prior to the start of the term.
- The following payment schedules apply:  
**Three-Month Payment Plan:** First payment is due at set-up; second payment is due 30 days from the beginning of the term; and final payment is due 60 days from the beginning of the term. **10-Month Payment Plan:** First payment is due at set-up; consecutive payments are due on a monthly basis; the 10th and final payment is due in March of the following year.
- A 1.5% (APR) maintenance fee is assessed each month.
- All existing policies pertaining to declined payments apply to the payment plan. If a student's payment is declined, a \$25 declined payment fee will be assessed. The student will receive notification that the payment has been declined and that payment must be made within 15 days by credit card, money order, or cashier's check.
- Failure to make an installment payment, when due, may render this contract null and void, and will require immediate and full payment of all remaining charges. NSU will withhold all services from the student, including grades, diplomas, transcripts, and future registrations, until the outstanding balance has been paid in full.

#### Employer Tuition Assistance Plans

Undergraduates participating in employer tuition assistance programs, who wish to defer tuition payment, need to submit a letter of eligibility, a purchase order from their employer, or details of the program from the employer's human resources office or the company Web site. They must also provide postdated payments (checks or credit card authorizations) for the amount of tuition. Payment, of tuition only (not fees), may then be deferred for five weeks after course completion. A \$50 deferment fee is charged for this service and must be paid at registration along with all fees.

#### Florida Prepaid College Plan

NSU is a private institution of higher learning that accepts and bills the Florida Prepaid College Plan for tuition and fee costs. However, the plans are based on the tuition rates of Florida public colleges and universities. Each term, please submit a copy of your Florida Prepaid College Plan card with a signed statement indicating the number of credits to be billed (restricted account) or the amount to invoice (unrestricted account) to the NSU bursar's office. Students new to NSU must contact Florida Prepaid at 800-552-GRAD to authorize NSU for payment. The difference between NSU tuition and fee costs and that of the Florida Prepaid College Plan is the sole responsibility of the student. To learn more about the Florida Prepaid College Plan, visit [www.myfloridaprepaid.com/index.asp](http://www.myfloridaprepaid.com/index.asp).