

Nova Southeastern University
Huizenga College of Business Graduate Programs - Masters level only

Deferred Payment Procedure

Students eligible for deferred payment must submit the Tuition Deferment Agreement Form upon registration, or **no later than the start date of each semester/term**. Only tuition charges incurred prior to the start of the semester/term are eligible to be deferred. Students are to ensure they **register for both sessions of the semester, by the start of session**

1. **Submit verification of current employment with eligible employer.** This can be done by sending an email from the employer's email address to **ESS Student Accounts** at studentacct@nova.edu. Be sure to include the student's name, NSU ID, and a statement: "This is to verify that I am currently employed by (your employer)", and that you are requesting your NSU account to be setup with tuition deferment for (indicate the term)."

****NOTE**** It is recommended that the student keep a copy of the verification email as a template, to be submitted upon registration each semester/term, with the updated information.

2. The Office of the University Bursar will reply to the student's work email with the **Tuition Deferment Agreement Form** and payment authorizations attached. The student is to complete (1) each section of the deferment form (except where noted to be completed by the bursar office) and (2) the payment authorization form.

****NOTE**** Bursar response will include the exact payment amounts, and payment due dates for the semester/term.

3. **Submit TWO separate payments by the given deadline**, to avoid a late fee of \$100, which is automatically assessed on any balance due, 30 days after the start of the semester/term. Weekend and online graduate classes usually begin a week or two after the semester/term officially begins.

FIRST PAYMENT

All fees must be paid when the deferment plan is set up. A payment authorization form or check for (1) the \$75 deferred payment fee, and (2) all other university fees are due **as the first payment**, with the completed **Tuition Deferment Agreement Form** and authorization(s).

SECOND PAYMENT

Tuition portion only must be paid by payment authorization form or check for the 2nd payment. This payment is to be **post-dated for 5 weeks after the course completion date**. For example, if the class(s) ends on March 19th, the tuition payment should be post-dated for April 23rd.

****NOTE**** The second payment **will be processed** on the date scheduled. This payment is not contingent upon receipt of the student's tuition reimbursement.

No deferments will be processed after the 30-day late fee is assessed to the student account, and the student is responsible for any late fee(s) incurred/assessed.

Here is a list of term codes:

Fall	School Year + 20 (i.e. 201820)
Winter	School Year + 30
Summer	School Year + 50

Return Tuition Deferment Agreement Form along with payment authorization form(s)/postdated check payments:

By postal mail to:

Nova Southeastern University
Attn.: Office of the University Bursar
3301 College Avenue
Fort Lauderdale/Davie, FL 33314

By Fax to:

Nova Southeastern University
Office of the University Bursar
Attn: Student Accounts
(954) 262-2473

Download the Credit card authorization form from the link located below:

http://www.nova.edu/bursar/forms/cc_authorization.pdf

Eligible Graduate Huizenga College of Business Students – Master's Level Only