

Payment Plan Agreement / ESL



The Lingua Franca Institute
at Washington University of Virginia

Student ID	Campus <input type="checkbox"/> Annandale VA <input type="checkbox"/> Columbia MD	Admission Year	Semester
Legal Name	Korean Name	Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<small>----- Last / Family</small>	<small>----- First/Given Middle (Optional)</small>	<small>----- Month / Day / Year</small>	
Current Address			
<small>----- Street City State Zipcode</small>			
Cell Phone	Home Phone	E-mail	

Status Resident International _____ / Returning New Transfer Out of Country

Terms and Conditions

Washington University of Virginia strongly recommends that students agree to register, make payments according to the schedule and understand late fees and all other terms and conditions and general financial policies apply to this agreement.

A. Eligibility

- a. Students with an outstanding balance may not be able to participate in upcoming semester registration.

B. Tuition Payment Plan, Fees

- a. Student may pay by cash, check, debit and credit card (Visa, Master and Discover only) or money order.
- b. For the Multi-Installment payment plan, WUV strongly recommend automatic withdrawals from your credit or debit card account, providing a convenient way to ensure your multi-Installment payments are consistently made on time.
- c. If a student wants to use this Automatic Withdrawal option, complete in the Authorization agreement.
- d. A student who register after the Tuition Payment Period will be charged a late fee \$50. For the multi-installments, \$20 fee will be charged if applicable.
- e. As from the first day of class, the late fee \$100 will be charged. For the multi-installments, \$20 fee will be charged if applicable.
- f. Failure to make payment or arrangement for payment or failure to follow the terms of the payment agreement may also result in an additional late fee of \$20 per incident.
- g. Requests to change any of the terms of the original payment agreement are also subject to a late fee of \$20 per incident.
- h. Returned checks will be charged with a \$25 Returned check fee per each.
- i. A student's account must be current before he/she takes final exam. Grades will not be given nor transcripts released until all accounts are paid in full.
- j. If an account is delinquent more than 30 days, enrollment may be subject to termination.
- k. Beginning 30 days after the semester is completed, a late charge 5% per month will be charged on any unpaid balance.

C. Refund and Cancellation Policy

WUV follows the minimum refund policy for a school that financially obligates the student for a semester, which is set by the State Council of Higher Education for Virginia (SCHEV) 8 VAC 40-31-160 (N) (6). Full refunds, minus non-refundable registration fee (\$100), will be made up to 72 hours after midnight of the date of acceptance. Other refunds are based on the following schedule:

1. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
2. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
3. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.
4. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund. All refunds will be made within 15 business days from the official notification of withdrawal.

Add & Drop Refund

A student who withdraws during the add/drop period shall be entitled to 100% refund for the period.

Cancellation Refund

WUV shall provide three business days, excluding weekends and holidays, during which a student applicant may cancel his/her enrollment without financial obligation other than the nonrefundable fee.

D. Scholarship and Financial Aid

WUV provides a wide array of scholarship opportunities. A student can inquire about scholarship opportunities and eligibility in the Academic Committee. Students must submit the appropriate scholarship application with required documents and follow the WUV scholarship policies and procedures each semester.

I certify that I have read and understand the terms and conditions of the Washington University of Virginia Payment Plan Agreement and agree to abide by those terms and conditions.

Signature _____

Date / /
Month Day Year

Student ID: _____ Legal Name: _____ Education Program: ESL

Last / Family First/Given Middle

A. Tuition Calculator	/ / 20	/ / 20	/ / 20																																			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Tuition</td> <td style="width: 15%;">ESL</td> <td style="width: 15%;">F-1</td> <td style="width: 15%;">Resident</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td></td> <td>Regular</td> <td><input type="checkbox"/> \$1,990</td> <td><input type="checkbox"/> \$1,000</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Flex</td> <td><input type="checkbox"/> \$930</td> <td><input type="checkbox"/> \$520</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Summer</td> <td><input type="checkbox"/> \$580</td> <td><input type="checkbox"/> \$350</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Audit</td> <td><input type="checkbox"/> \$350</td> <td><input type="checkbox"/> \$350</td> <td></td> <td></td> <td></td> </tr> </table>	Tuition	ESL	F-1	Resident					Regular	<input type="checkbox"/> \$1,990	<input type="checkbox"/> \$1,000					Flex	<input type="checkbox"/> \$930	<input type="checkbox"/> \$520					Summer	<input type="checkbox"/> \$580	<input type="checkbox"/> \$350					Audit	<input type="checkbox"/> \$350	<input type="checkbox"/> \$350						
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Subtotal																																						
Scholarship																																						
Credit																																						
<input type="checkbox"/> Multi-installment Fee / <input type="checkbox"/> Late Fee																																						
Grand Total																																						

* Students with approved or pending scholarship applications, University credit balances, or other tuition credits must notify Student Accounts coinciding with this plan.
 * Full-time College & Seminary students have a chance to register ESL audit courses (\$350 per semester)

B. Payment Plan Options: Single Installment Multi- Installment

Multi-Payment Plan Arrangement

Second Payment Date _____ \$ _____

Third Payment Date _____ \$ _____

Authorization Agreement for Check
 I authorize Washington University of Virginia to either use information from my check to make a one-time electronic fund transfer from my account or to process the payment as a check transaction.

Authorization Agreement for Automatic Bank Withdrawal Credit / Debit Card: Visa Master Discover
 I authorize Washington University of Virginia to initiate automatic withdrawal from my credit card account on the arrangement date as below.

Signature _____ Date _____ / ____ / ____
Month Day Year

* OFFICE USE ONLY - Payment Record					
Date	/ / 20	/ / 20	/ / 20	/ / 20	Full Pay Only
Amount					
CS / CC / CH#					
Received By					