

PAYMENT AGREEMENT (Choose One)

(Credit Card payments are not accepted. For bank's on-line payment services, ask Bursar for Routing and Account Number.)

FULL PAYMENT: Check #: _____ Receipt #: _____ Amount \$: _____ Date: _____
 DEADLINE: **Friday, January 11, 2019** **Late fees apply for payments received after the deadline.**

FINANCIAL AID

INSTALLMENT PLAN: \$1500 minimum to be eligible - Payment Amounts \$ _____ (divide total by 3)

The installment tuition payment plan is available to all students with a financial obligation of \$1500 or more. Under this plan, students pay tuition expenses in three (3) equal monthly installments. There is no interest or service charge for this plan.

DEADLINES: Payment 1: **Friday, January 11 (week 1)*** by 5pm

Payment 2: **Friday, February 8 (week 5)*** by 5pm

Payment 3: **Friday, March 8 (week 9)*** by 5pm

YSU DOES NOT SEND REMINDER NOTICES FOR PAYMENTS DUE

*There is a \$50 fee for the first missed deadline. There is an additional \$100 fee for the second missed deadline. All student accounts must be paid in full by the 3rd payment date published above. Course additions made after the 1st day of the trimester must be paid at the time additions are being made. These additional payments can be made with student loan proceeds, with cash or check, or in accordance with the University installment plan if the Bursar's terms are applicable. A student's Registration is subject to immediate cancellation if his/her account is not paid in full by the third installment date. By signing this form you accept responsibility for these fees and terms if the payment schedule is not met.

REGISTRATION POLICIES AND PROCEDURES

STUDENTS	PROCEDURE	DEADLINE
CONTINUING	Continuing students can register in person or by mail and email.	December 10, 2018
NEW	New students may register in person or by mail with this completed form.	Jan 2, 2019

ADD / DROP POLICIES AND DEADLINES

COURSE LENGTH	ADD DEADLINE	DROP DEADLINE
15 Weeks	Before 3 rd Class	Before 7 th Class
8 Weeks	Before 2 nd Class	Before 3 rd Class

** Classes dropped by the end of week 2 are indicated on student's transcript as WX (full refund and no academic penalty). Class dropped after week 2 and before the above deadline are indicated as W (Withdrawal). Classes dropped after the above deadline are indicated as WF (Withdrawal/Failure). Unattended classes which are not officially dropped are indicated as F (Failure)

ATTENDANCE AND REFUND POLICY

ATTENDANCE: All students are required to attend no less than 75% of course hours to pass the course: For 15-week courses, absence from more than three (3) class meetings will result in failing the course. For 10-week courses, absence from more than two (2) class meetings will result in failing the course. For 8-week courses, absence from more than two (2) class meetings will result in failing the course.

REFUND POLICY: All students are entitled to a full tuition refund if the registration agreement is canceled within the first 2 weeks of the term. Registration fees are non-refundable. Students may receive a pro-rated refund for the unused portion of the tuition (excluding fees) after the 2nd week of the term. **Once a class has met for 75% of its total hours, no tuition refunds will be given (in accordance with BPPE recommendations).** Cancellation will occur when the student gives written notice of cancellation to the University by mail, by hand, or by email (registrar@yosan.edu). Forms are available in the Administrative Office. The written notice of cancellation, if sent by mail, is recorded as of the date of the postmark if properly addressed with postage prepaid. When a drop results in a status of less than half time and the student is a Federal Student Loan recipient, the tuition refund will be returned to lender. When the student is a Federal Student Loan recipient and fully withdraws from school or takes a leave of absence, the tuition refund is calculated in accordance with the United States Department of Education regulations and returned to the lender. **This document will be retained in the student files.**

Example: One unit of 15 week course refund schedule for a term of 105 days is as follows. (\$20 Add Drop fee will be charged per transaction after the second week.)

Week	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Grade	Fee
1	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	WX	
2	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	\$ 290.00	WX	
3	\$ 251.33	\$ 248.57	\$ 245.81	\$ 243.05	\$ 240.29	\$ 237.52	\$ 234.76	W	\$20
4	\$ 232.00	\$ 229.24	\$ 226.48	\$ 223.71	\$ 220.95	\$ 218.19	\$ 215.43	W	\$20
5	\$ 212.67	\$ 209.90	\$ 207.14	\$ 204.38	\$ 201.62	\$ 198.86	\$ 196.10	W	\$20
6	\$ 193.33	\$ 190.57	\$ 187.81	\$ 185.05	\$ 182.29	\$ 179.52	\$ 176.76	W	\$20
7	\$ 174.00	\$ 171.24	\$ 168.48	\$ 165.71	\$ 162.95	\$ 160.19	\$ 157.43	WF	\$20
8	\$ 154.67	\$ 151.90	\$ 149.14	\$ 146.38	\$ 143.62	\$ 140.86	\$ 138.10	WF	\$20
9	\$ 135.33	\$ 132.57	\$ 129.81	\$ 127.05	\$ 124.29	\$ 121.52	\$ 118.76	WF	\$20
10	\$ 116.00	\$ 113.24	\$ 110.48	\$ 107.71	\$ 104.95	\$ 102.19	\$ 99.43	WF	\$20
11	\$ 96.67	\$ 93.90	\$ 91.14	\$ 88.38	\$ 85.62	\$ 82.86	\$ 80.10	WF	\$20
12	0	0	0	0	0	0	0	WF	
13	0	0	0	0	0	0	0	WF	
14	0	0	0	0	0	0	0	WF	
15	0	0	0	0	0	0	0	WF	

In consideration of the mutual agreements established in this document, my signature below signifies that I have read, understood, and agreed to my rights and responsibilities, and that the University's cancellation and refund policies have been clearly explained to me. I understand that my enrollment and YSU's obligations under this Agreement (except the cancellation and refund policies) may be terminated by YSU if I fail to comply with YSU's attendance, conduct, academic and/or financial requirements.

X

STUDENT SIGNATURE **DATE** **ACADEMIC COUNSELOR** **DATE**

Office Use Only:
 Registrar/DSA: _____ Date: _____ Data Entry: Registration in Portal Accounting