

Contact Information

For questions regarding your student account, contact the
St. Gregory's University College for Working Adults Accounting Office
during the following hours:

Monday–Thursday	9 a.m.– 6 p.m.
Friday	9 a.m.– 4 p.m.

CONTACT INFORMATION

Telephone:
(918)610-8888
(405)878-5200

Fax:
(918)610-1111

St. Gregory's University
College for Working Adults
Attn: Accounting Office
5801 E 41st Street
Suite 900
Tulsa, OK 74135

www.mystudentaccount.org\stgregorys

Financial Options

It is your responsibility to select a Primary Finance Option as part of the tuition management plan that best supports your financial needs. A second option is required in case the primary option selected does not cover 100% of tuition costs. It is necessary that you plan ahead and understand how you will pay for 100% of your education. Also important is your full understanding of the requirements of the financial option(s) you choose. Failure to pay tuition and fees in accordance with your agreement will result in the assessment of late fees and possible administrative withdrawal from the program. Such failure may also result in a referral to collections, an unfavorable credit reference, and the withholding of official transcripts. Repeated violations will jeopardize eligibility for deferment and reentry into St. Gregory's University College for Working Adults.

Cash Plan

The Cash Plan requires that 100% of tuition and any fees be paid at least 1 week prior to the first night of class for each course. You may choose to have your tuition automatically charged to your credit card. Automatic payments are charged the morning following the first night of class, after attendance has been verified.

If you choose the Cash Plan, it is your responsibility to pay for each course prior to the due date. Invoices may not be sent prior to the start of each course.

The St. Gregory's University College for Working Adults forms required for the Cash Plan are the following:

1. Student Financial Agreement Form
2. Financial Policies and Procedures Form
3. Supplemental Student Authorization to Charge Form (if you choose this option)

Third-Party Billing Plan (Employer/Military/Government Agency)

Third-Party Billing Plans are available if St. Gregory's University College for Working Adults has approved your company for direct billing and your employer will be paying a minimum of 50% of your tuition per year, you are currently active-duty military or a civilian government employee, or you are currently eligible for benefits under Veterans Affairs Vocational Rehabilitation And Employment (Chapter 31, Chapter 33 and Yellow Ribbon only).

Employer Third-Party Billing is only available as an option if both the employee and employer comply with the terms of the agreement. You will automatically be required to comply with the terms of the Cash Plan if the following occurs:

1. Your employment ceases with an approved direct bill company.
2. You do not submit the company voucher on a timely basis.
3. Your company does not pay the university within 90 days of the course start date. (At this point, you will need to contact the Accounting Office to select another primary finance option.)

All Employer, Military or Government tuition assistance vouchers or forms must be received by the University at least one (1) week prior to the start of each course. It is the student's responsibility to assist the university in expediting payment from the Employer, Military, or Government Agency if necessary. Any amounts not covered by your Employer, the Military, or a Government Agency must be paid 1 week prior to the start of each course.

NOTE: The Third-Party Billing Plan does not include GI Bill benefits.

The St. Gregory's University College for Working Adults forms required for the Third-Party Billing Plan are the following:

1. Student Financial Agreement Form
2. Financial Policies and Procedures Form
3. Company voucher approved by the University or Military Tuition Assistance Form DD 1556, AF Form, Tuition Assistance Authorization, Certificate of Eligibility, or other authorized military or government assistance voucher

Financial Options

Tuition Reimbursement Plan (Deferred Payment Plan)

The Tuition Reimbursement Plan is available to non-financial aid students as a primary Finance Option if you qualify for your employer's tuition reimbursement program and if your employer reimburses at least 50% of your annual tuition. Tuition and fees are deferred a maximum of 30 days after the end date of each course regardless of when you receive reimbursement from your company.

To qualify for the 30-day deferment, you must provide the following 1 week prior to the start of your course:

1. A signed Tuition Reimbursement Certification and Authorization form that includes a valid credit card number (debit cards are not accepted)
2. A completed Student Authorization to Charge Form for your credit card (Both of these forms are included in this guide. The university is not responsible for charges incurred through the use of debit or other restrictive cards.)

Terms and conditions of this plan are not contingent upon the receipt of your grade and your completion of a course. If your tuition and fees are not paid in full 30 days after the end date of a course, your credit card will be automatically charged. The credit card must be issued in your name. A declined credit card will cause your account to be assessed a \$25 late fee, which is due immediately upon notification. After two declined credit cards, you will be required to comply with the terms and conditions of the Cash Plan and you will no longer qualify for this option.

The St. Gregory's University College for Working Adults forms required for the Tuition Reimbursement Plan are the following:

1. Student Financial Agreement Form
2. Financial Policies and Procedures Form
3. Tuition Reimbursement Certification and Authorization Form
4. Student Authorization to Charge Form

Financial Aid Plan

You may be eligible for Federal Pell, Academic Competitiveness, National SMART and SEOG Grant Programs, State Grants (OTAG and OTEG), and/or the William D. Ford Federal Direct Loan Programs (i.e., Stafford subsidized, Stafford unsubsidized, and PLUS loans). To determine financial eligibility, all students seeking federal financial aid benefits must be admitted to a degree program that is eligible for financial aid.

To be eligible for tuition deferment under the Financial Aid Plan, at least 50% of your tuition must be funded through the federal financial aid benefits, and you must meet the following conditions:

1. Submitted a completed Financial Aid Packet (including all related paperwork and related documentation)
2. Completed an Entrance Interview Form
3. Completed an Admissions Application
4. Paid all applicable fees

In order to continue deferment beyond your first course, you must provide the university all documents required to complete the certification of federal financial aid funds. If you do not submit these documents or if you are unable to qualify for federal financial aid, you will be immediately responsible for any outstanding balance incurred and will be required to select another finance option.

If choosing this plan, you must reapply for funding every academic year. The reapplication process should be completed at least 60 days before the end of your financial aid award year. It is critical that you reapply for future loans or grants early to ensure that your educational program is not interrupted. If you do not reapply for financial aid in a timely manner, you will no longer qualify for financial aid deferment, and you will be required to comply with terms and conditions of the Cash Plan.

The St. Gregory's University College for Working Adults forms required for the Financial Aid Plan are the following:

1. Student Financial Agreement Form
2. Financial Policies and Procedures Form
3. Completed Financial Aid Packet
4. Completed Admissions Application

Student Financial Agreement

Student Name: _____ Social Security Number (last four digits only): _____

Please check only one Primary Finance Option. A Secondary Finance Option is required for all students in the event that the primary financing plan does not cover 100% of tuition and fees. To be considered primary, a plan must fund at least 50% of your annual tuition.

Primary Secondary

- Cash Plan:** 100% cash payment submitted 1 week prior to the start of each course. NOTE: If selecting Auto Pay, please initial here _____ and submit the Student Authorization to Charge Form.
- Third Party Billing Plan (Employer/Military/Government):** University approved employer, military, or government tuition assistance vouchers or forms must be received by the university at least 1 week prior to the start of each course. Any amounts not covered by your employer, the military, or a government agency must be paid 1 week prior to the start of each course. You must authorize the university in writing to discuss any pertinent information with your employer or any other third party you have indicated in order for the university to obtain payment according to the terms of this payment option. NOTE: This plan does not include (Veterans Administration) GI Bill benefits; however, it does include Yellow Ribbon, Chapter 33 and Chapter 31 benefits under Veterans Affairs Vocational Rehabilitation and Employment.
- Employer or Government Agency: _____ Annual Cap: \$ _____
- Tuition Reimbursement Plan:** Available to non-financial aid students whose employers have a written reimbursement policy approved by the university. Tuition and fees will be deferred a maximum of 30 days from each course end date. To qualify for the 30-day deferment, you must provide the following 1 week prior to the start date of your course:
1. A signed Tuition Reimbursement Certification and Authorization form that includes a valid credit card number (Debit cards are not accepted.)
 2. A completed Student Authorization to Charge Form for your credit card (Your credit card will be automatically charged 31 days after the end date of each course for tuition and fees if the university has not received payment.)
- Financial Aid Plan:** Need and non-need based financial aid programs, including Pell, Academic Competiveness, National SMART, FSEOG Grant and State Grant Programs as well as William D. Ford Federal Direct Loan Stafford and PLUS loans, are available for eligible students. In order to secure deferment of tuition during the application process, you must provide the university with all documents required to complete the certification of federal financial aid funds. Continuous attendance with no attendance breaks greater than 35 days is required to retain disbursed federal financial aid funds.

A late fee of \$25, unless limited by state law, will be assessed for payment not received in accordance with the terms of the primary finance option selected. All returned checks will be assessed a \$25 processing fee. This fee is in addition to a late fee that may be applicable.

I agree to notify St. Gregory's University College for Working Adults of any changes in my current address and phone number. I also agree that my participation in this Primary Finance Option is voluntary, and the terms and conditions of payment are not contingent upon events, such as receipt of a grade, invoice, statement, or reimbursement by my employer, or qualifying for financial aid.

I have read and fully understand the above information. I have received the Financial Options Guide and all of my questions have been fully answered to my satisfaction. **I also understand that I am financially responsible for any and all charges incurred, no matter which option I have chosen.**

Student Signature: _____ Date: _____

Policies and Procedures

Credit Cards/Debit Cards Accepted

Visa, MasterCard, American Express and Discover are accepted only if you are an authorized signer on the card. Debit cards and other restrictive credit cards are not accepted for payment options that require automatic payment authorization. St. Gregory's University College for Working Adults is not responsible for charges incurred through the use of restrictive cards including debit cards.

Payment Due Dates

Any amount that you are responsible for direct payment is **due 1 week prior to the first night** of the course for which the payment covers.

Refund Policy

All fees, including application fees, registration fees, assessment fees, and student services fees, are nonrefundable, unless prohibited by law. A tuition refund may be granted for those who qualify. All refund requests should be submitted in writing. For a complete description of the refund policy, please see the St. Gregory's University College for Working Adults student handbook.

Changing Financial Options

You may change your financial option(s) while attending St. Gregory's University College for Working Adults, provided that you are in compliance with your current finance option. In order to change plans, you must contact the St. Gregory's University College for Working Adults Accounting Office and complete new financial paperwork. All changes must be approved by St. Gregory's University College for Working Adults prior to becoming effective.

Late Fees

A late fee of \$25, unless limited by state law, will be assessed 24 hours after the due date of an open charge. To avoid late fees, be sure all payments are made on time.

Returned Check

All returned checks will be assessed a \$25 processing fee. This fee is in addition to a late fee that may be applicable.

Collection Fees

Any student account referred to a collection agency will be assessed the costs associated with collections and attorney fees, if applicable. The collection fees amount is an additional 25% of the principal balance on the account.

Grade/Transcript Release

Grades are released for paid courses only (exceptions will be made for Tuition Deferment Participants Only). Official transcripts are released for students only when their account is paid in full.

Withdrawal

If you must withdraw from a course, you may receive a refund/credit as detailed under "Refund Policy." When withdrawing from a course, it is your responsibility to notify the university and your instructor in order to have a grade of "W" (Withdraw) posted for your course. If you fail to notify the university, a grade of "WF" (Withdraw Fail) will be recorded.

If you wish to withdraw from St. Gregory's University College for Working Adults, you must complete an official withdrawal form. Upon receipt of the official withdrawal form, St. Gregory's University College for Working Adults will audit your account, cancel any financial aid in process, process any refunds that may be due, and collect payment for any outstanding balance. NOTE: Withdrawal from a course(s) may reduce or eliminate your financial aid award. Please consult with the financial aid office prior to withdrawing from courses. **The university reserves the right to change its tuition rate and fees at any time.**

I acknowledge that I have read and fully understand the above information.

Student Signature: _____ Date: _____

Student Name: _____ Social Security Number (last four digits only): _____

Student Authorization to Charge

Student Name: _____ Social Security Number (last four digits only): _____

Name on Credit Card: _____

Billing Address: _____

Credit Card Number: _____ Expiration Date (MM/YY): _____ / _____

YES NO

- I authorize St. Gregory's University College for Working Adults to store my credit card information.
- I authorize St. Gregory's University College for Working Adults to charge my credit card for tuition and fees for each course according to the terms of my selected finance option(s).
- I authorize St. Gregory's University College for Working Adults to charge my credit card for tuition and fees not covered by financial aid. I acknowledge my credit card charges may vary from course to course depending on the amount of financial aid I receive.
- I authorize St. Gregory's University College for Working Adults to charge my credit card for tuition and fees not covered by financial aid or employer tuition assistance paid directly to the university. I acknowledge my credit card charges may vary from course to course depending on the amount of financial aid or employer assistance I receive.
- I authorize St. Gregory's University College for Working Adults to charge my credit card for tuition and fees not paid directly by my employer. I acknowledge my credit card charges may vary from course to course depending on the amount of employer assistance I receive.

Student Agreement

I authorize St. Gregory's University College for Working Adults to store and/or charge my credit card for outstanding tuition and fees when due, according to the authorizations I have selected and the terms of my chosen finance option(s), unless I file a notice of bankruptcy or step out of attendance for a period of 1 year, in which case I must complete a new authorization form and Student Financial Agreement. I understand the authorization applies for the duration of my selected program of study. I understand that this agreement covers tuition and fees only. I understand I may change my authorizations in writing at any time for charges occurring after the date of the change in authorizations. I agree to pay St. Gregory's University College for Working Adults in accordance with the Primary Finance Option I have selected. I understand that I am ultimately financially responsible for all charges incurred from St. Gregory's University College for Working Adults and that failure to comply with my financial agreement may result in administrative withdrawal, assessment of late fees, referral to collections, and an unfavorable credit reference.

I agree to notify St. Gregory's University College for Working Adults of any changes in the status of my credit card, including cancellation of the credit card or changes to the expiration date. I understand that if, for any reason, St. Gregory's University College for Working Adults is unable to charge my credit card for tuition and/or fees as authorized or payment is not made by the due date, I will be subject to administrative withdrawal from my educational program and St. Gregory's University College for Working Adults has the right to pursue collection efforts as it deems appropriate. I agree that St. Gregory's University College for Working Adults may assess reasonable collection and attorneys' fees incurred to collect any delinquent balance. I also understand that in the event my credit card is declined for payment, a \$25 late fee may be assessed to my account.

I agree to notify St. Gregory's University College for Working Adults of any changes in my current address or phone number. I also agree that the terms and conditions of payment are not contingent on events, such as receipt of a grade, invoice, statement, or reimbursement by my employer, or qualifying for financial aid.

I have read and fully understand the terms listed previously. All questions have been answered to my satisfaction.

Student Signature: _____ Date: _____

Tuition Reimbursement Certificate and Authorization

Student Name: _____ Social Security Number (last four digits only): _____

Address: _____ Home Phone: (____) _____

City: _____ State: _____ ZIP: _____ Work Phone: (____) _____

Terms of Tuition Reimbursement Plan

1. I receive employer reimbursement for at least 50% of my annual tuition costs. St. Gregory's University College for Working Adults will defer my tuition and fees for up to 30 days from the end date of each course.
2. I authorize St. Gregory's University College for Working Adults to charge my credit card according to the terms of the Tuition Reimbursement Plan. I understand my credit card will automatically be charged 30 days after the end of each course if the university has not received payment for tuition and fees.
3. I understand that the terms and conditions of this agreement are not contingent upon the receipt of a grade, completion of a course, or reimbursement by my employer.
4. I understand that I am solely responsible for all tuition and fees due, and I understand that if the terms of this agreement are not met, I will be assessed a \$25 late fee. I also understand that if I incur two credit card declines with this payment option during my program, I will no longer qualify for a tuition deferral under the Tuition Reimbursement Plan and I will immediately comply with the terms and conditions of the university Cash Plan as described in the Student Financial Agreement.
5. I understand that debit card(s) or any other restrictive credit card(s) cannot be accepted for this plan. The university is not responsible for charges incurred through the use of a debit card or other restrictive cards.
6. I understand that this financial option cannot be used in conjunction with financial aid.

All of my questions have been answered to my satisfaction and I certify that I am currently employed with

_____ (Employer), and that I am eligible for its tuition reimbursement program.

Student Signature: _____ Date: _____