

LeTourneau University
School of Graduate and Professional Studies
Financial Policies, Procedures, and Payment Agreement for Student Teaching

Student Name _____ Student ID # _____

Student Teaching does qualify students who are eligible to receive financial aid if a FAFSA is filed prior to registration. The student may receive deferral of tuition for the time period in which their financial aid paperwork is being processed. This deferral may be revoked if the student does not submit required paperwork in a timely manner.

Any financial aid received will first pay charges for the current semester before any refund will be made to the student.

Student Teaching tuition rate is subject to an annual increment beginning in the Fall semester.

If it is determined that a student is ineligible for financial aid, or if a student declines the aid, or withdraws from the program prior to completing the award period, the account balance will become due in full by the student at that time.

Students also have the option to pay for the total cost of tuition in full at the time of registration.

A Cash 3-Month Payment Plan will be set up if financial aid does not cover the balance amount in full. The total cost of Student Teaching will be broken into 3 installment payments and will follow an invoicing schedule of the current billing semester as follows:

FALL SEMESTER

1st payment due October 10th
2nd payment due November 1
3rd payment due December 10th

SPRING SEMESTER

1st payment due February 10th
2nd payment due March 10th
3rd payment due April 10th

I further understand that:

- Delinquency occurs when the student fails to meet a scheduled payment. At that time the entire unpaid indebtedness including late fee(s) of \$25.00 may, at the option of the University, become immediately due and payable.
- No student with an account balance due the University is eligible to receive transcripts, certificates, diplomas, or enroll for the next class until the balance has been paid in full. Transcripts will be held for 30 days following final payment unless payment is made with cash, cashier's check, money order, or credit card.

- **If the student is unable to make a payment when due, then the student understands that he/she must notify the LeTourneau University Student Accounts Office immediately.**
- For additional information, please refer to the financial policies, procedures, and payment agreement from original PACT registration.

I hereby acknowledge receipt of an exact copy of this agreement and hereby affirm that the terms and conditions stated herein are agreed to.

Signature _____

Date_____

Please make a copy of this authorization for your files and mail or fax original to:

LeTourneau University
Attn: GAPS Student Accounts
PO Box 7668
Longview, TX 75607-7668

Fax-866-637-5388