

Graduate Theological Union Payment Plan

Payment Plan Terms and Conditions

- The Payment plan application along with 25% of the balance due must be received in the GTU Business Office by the end of the late registration period or at the time of registration, whichever is later.
- Remaining payments will be divided equally into additional monthly payments to end with the last month of the semester. Typically this is 3 additional payments.
- Monthly installments are due by the 15th of each month beginning the first month after the late registration period. The student is responsible for making such payments; reminder statements will not be sent by the GTU.
- If the student makes adjustments to registration after the late registration period which result in a change to tuition and/or fees, the payment plan installments will be adjusted. Current balance due and remaining payments may be seen on Web Advisor>View Account and Make Payments option.
- Accounts with a late payment will be assessed a \$10 non-refundable fee on the 16th of that month.
- Any bank rejected payments will be charged a minimum of either \$10 or the bank fees incurred by the GTU, whichever is greater.
- Failure to make timely payment as described below may be cause for termination of enrollment for the semester and will result in the GTU withholding transcripts and placing a hold on future registration until such amounts are paid in full, including late payment fees.
- If an account is not paid in full by the end of the term, the student shall pay any and all actual and reasonable costs of collection incurred by the GTU. In the event that an action is brought by the GTU to enforce the terms of this payment plan, the student shall pay all costs of this action including reasonable attorney's fees.

I have read, understood and accepted the terms and conditions of this payment plan as stated in the Payment Plan Terms and Conditions listed above.

Student's Name (Please Print) Student ID Number

Student's Signature Date

Return this form with the 25% down-payment to the Business Office. The address is Graduate Theological Union, Business Office, 2400 Ridge Road, Berkeley CA 94709. A GTU approved copy of this form will be mailed to you at your current address per the GTU records.

For Business Office Use Only:

Approved by: _____ Date: _____

25% Down \$ _____ Monthly Payment \$ _____

Denied by: _____ Date: _____

Reason: _____