

NEUMANN UNIVERSITY

**Business Office
(610) 558-5505**

TO: Students registered for the Summer II 2010 Semester
FROM: Diana M. Robinson, Assistant Controller/Bursar
DATE: June 2010

Summer Session II begins July 6, 2010. Please be aware that **payment for Summer II is due in full by June 25, 2010**. The Business Office will be open for payment from 8:00 a.m. to 5:00 p.m. from Monday through Friday. If you are paying your bill after normal office hours, please deposit your payment into the secured dropbox located outside the Business Office, Room 104. Your payment must be received by the due date for your name to appear on the class listings.

EMPLOYER REIMBURSED STUDENTS

Students reimbursed by their employer may be eligible to receive an extension for payment until **July 24, 2010**. To be eligible for this extension you must have been enrolled in the Summer I 2010 semester and be awaiting reimbursement from your employer. Please contact the Business Office for further information.

TUITION DEFERRAL

If you are taking a minimum of 3 credits; you can fill out the bottom of this page and return it to the Business Office on or before **June 25, 2010**. The charge for deferral is \$20.00 and must be added to the total tuition and fees. The remaining balance is due in the Business Office on or before **July 24, 2010**.

DEFERRAL FORM for Summer 2010

Name: _____ ID# _____

Address: _____

Total tuition: \$ _____ Amount of check enclosed: \$ _____
(1/2 of tuition & fees)

(Signature)

(Date)

A late charge of (\$45.00) will be assessed for each missed payment deadline and EACH month thereafter the balance remains unpaid. The University reserves the right to pass 30% account collection costs onto the student. (i.e. collection agency costs and/or legal fees)

NEUMANN UNIVERSITY REFUND POLICY

When a student drops or withdraws from a course, he or she will be entitled to a refund or a credit according to the scale below. Fees are not refundable except for those courses canceled by the University. If a student feels individual circumstances warrant an exception to the refund policy, a request for consideration must be made in writing to the Business Office, Attention: Assistant Controller/Bursar, Neumann University, One Neumann Drive, Aston, PA 19014-1298.

The date shown on the official Drop/Add or Withdrawal Form will serve as the basis for computing refunds.

Refund for Summer Withdrawal

Within the first two weeks of class 80%
After the second week 0%

The first scheduled meeting of a course constitutes the beginning of the refund period for that course. The refund period may change based on the length or nature of the course.

EMPLOYER-REIMBURSEMENT FORM
Summer Session II 2010

Must have been enrolled in the Summer I Semester and awaiting reimbursement from employer

NAME: _____ I.D. # _____

EMPLOYER: _____

Terms:

_____ Pay 20.00 employer reimbursement charge and the amount not covered by **June 25, 2010**.
_____ Pay the remaining balance on or before **July 24, 2010**.

Due on or before: **06/25/2010** \$ _____

***A late charge of \$45.00 will be assessed for each missed payment deadline and each month that the balance goes unpaid.

***Neumann College reserves the right to pass 30% collection costs and/or legal fees onto the student.

I have read, and understand the terms of this agreement.

Signature _____ Date: _____