

# NEUMANN UNIVERSITY

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

TO: Students registered for the Summer 2017 Semester  
FROM: Diana M. Robinson, Assistant Controller/Bursar  
DATE: May 2017

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Summer Sessions begin May 15, 2017. Please be aware that **payment for Summer 2017 is due in full by May 15, 2017**. Payments may be made on-line at [www.neumann.edu](http://www.neumann.edu) through Web Advisor. This is available 24 hours a day, 7 days a week. There are no service fees charged. The Business Office is open for payments from 8:00 a.m. to 5:00 p.m., 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 from the Spring 2017 semester may be eligible to receive an extension for payment until **June 19, 2017**. To be eligible for this extension you must have been enrolled in the Spring 2017 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 **May 15, 2017**. The charge for deferral is \$20.00 and must be added to the total tuition and fees. The remaining two payments will be due in the Business Office on June 20<sup>th</sup> and July 18<sup>nd</sup>, respectively.

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### DEFERRAL FORM for Summer 2017

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total tuition: \$ \_\_\_\_\_ Amount of check enclosed: \$ \_\_\_\_\_ 5/15/17  
(1/3 of tuition & fees)  
\$ \_\_\_\_\_ 6/20/17  
\$ \_\_\_\_\_ 7/18/17

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(Signature)

(Date)

A late charge of (\$50.00) will be assessed for each missed payment deadline and EACH month there after 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 week of class 100%  
Within the second week 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.

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**EMPLOYER-REIMBURSEMENT FORM**

Summer Session 2017

*Must have been enrolled in the Spring Semester and awaiting reimbursement from employer*

NAME: \_\_\_\_\_ ID # \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

**Terms:**

\_\_\_\_\_ Pay 20.00 employer reimbursement charge and the amount not covered by **May 15, 2017**.  
\_\_\_\_\_ Pay the remaining balance on or before **June 19, 2017**.

Due on or before: **06/19/2017**      \$ \_\_\_\_\_

\*\*\*A late charge of \$50.00 will be assessed for each missed payment deadline and each month that the balance goes unpaid.

\*\*\*Neumann University 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: \_\_\_\_\_