

## **INSTRUCTIONS FOR COMPLETION OF REQUEST FOR TUITION INSTALLMENT PAYMENT PLAN**

Using the Monthly Tuition Payment Chart below, select the Curriculum/Program in which you are enrolled to determine your tuition cost per semester. Tuition installment payments are made in 5 equal payments between August and December for the Fall Semester and January and May for the Spring Semester. Please complete the Request Form by filling in the information requested and submit it to the Registrar upon registration. A Sample Form has been completed to assist you in properly completing the form for submission.

### **MONTHLY TUITION PAYMENT\***

<b>CURRICULUM/PROGRAM</b>	<b>TUITION COST PER SEMESTER</b>	<b>MONTHLY INSTALLMENT FOR 5 MONTHS</b>
ASSOCIATE OF BIBLICAL STUDIES	\$800.00	\$160.00
BACHELOR OF THEOLOGY	\$800.00	\$160.00
MASTER OF THEOLOGY	\$900.00	\$180.00
DOCTOR OF MINISTRY	\$2000.00	\$400.00
LIFETIME DOCTORATE	\$2000.00	\$400.00

**FALL SEMESTER** – DUE ON OR BEFORE THE 15<sup>TH</sup> OF THE MONTH FROM AUGUST THRU DECEMBER

**SPRING SEMESTER** – DUE ON OR BEFORE THE 15<sup>TH</sup> OF THE MONTH FROM JANUARY THRU MAY

**Effective August 2022, however, tuition cost per semester is subject to change**

## REQUEST FOR TUITION PAYMENT PLAN

I, \_\_\_\_\_, (**Name**) a student enrolled in the \_\_\_\_\_ (**Name of curriculum/program**) would like to request a monthly tuition payment plan to cover my tuition in the amount of \$\_\_\_\_\_ (**Tuition Cost**) for \_\_\_\_\_ (**Semester/Year**). I, \_\_\_\_\_ agree to pay five (5) monthly payments beginning August, \_\_\_\_\_ (**year**), in the amount of \$\_\_\_\_\_ (**Monthly Installment**) through November and the final installment being paid by semester end, December, \_\_\_\_\_ (**year**).

I understand that if WOLBC approves an installment plan, which allows me to pay my semester tuition on an installment basis, that I will abide by the arrangement and make all payments timely, as agreed making full payment by the end of the current semester. By signing and submitting this request, if approved, I understand and acknowledge that:

1. Installment payments are to be made on or before the 15<sup>th</sup> of each month as agreed upon. Payments can be made by CashApp to Word of Life Bible College, BSC (\$WOLBCBSC) or by Cashier's check, personal check or money order made payable to Word of Life Bible College (WOLBC). A \$35 fee will be assessed for a declined payment or returned check. If a student has a declined payment or check returned a second time, they must pay the \$35 fee and they will have to make all future payments with a Money Order or Cashier's Check. Mail payments to:  

Tonia B Richardson  
3016 Skycrest Drive  
Raleigh, NC 27604
2. Students who do not comply with meeting their agreed upon financial obligation will be dismissed from class after a payment that is 7 days late. Students who are dismissed from class have an additional 7 days to make the installment payment due. Students will be reinstated once the outstanding installment balance is paid in full.
3. An installment payment plan reflecting your approved payment arrangement will be provided to you prior to the beginning of the semester provided your application is received at least 2 weeks prior to the date the semester begins. You will be asked to sign and return the completed agreement with any requested payment prior to beginning classes.

4. If it becomes necessary for the College to litigate this agreement you agree to be responsible for all legal expenses incurred.

STUDENT NAME PRINTED

STUDENT SIGNATURE

DATE

REGISTRAR'S SIGNATURE

DATE

CC: FINANCE CLERK, STUDENT FILE, REGISTRAR

