



Organizational Leadership Degree Completion Program Payment Options and Refund Policy

JANUARY 2010 CO-HORT COSTS

Complete Program through October 2011 - \$ 30,375

PAYMENT OPTIONS

1. Payment in full for each semester as it is billed is due prior to the first day of class by check, cash, or credit or debit card. We accept Master Card, VISA, and Discover.*
2. A monthly payment plan option is available through Tuition Management Systems in which you may spread your out of pocket costs over 8, 9, 10, or months. Please contact the EC Business Office for additional information regarding this option.
3. The Financial Aid Office must confirm loans and/or other grants applied for and approved to cover all costs prior to the first day of class.
4. Verification in writing from employer of tuition reimbursement will be made once the student's grades are submitted to employer.**

REFUND POLICY

The \$300 commitment deposit is applied to the first semester's charges upon entry into the program. This deposit is forfeited if the student withdraws prior to or after the initial weekend of class. After this time, the refund will be based on the percentage of the semester completed and calculated as of the day the withdrawal took place. Please note that there will be no refund or credit given for meals, textbooks, and/or course materials after the initial weekend of any class within the current semester.

*A convenience fee is applied to all credit and debit card payments as follows:

<u>Charges</u>	<u>Fee</u>
Less than \$500.00	\$10.00
Between \$500.01 and \$2,000.00	\$25.00
Between \$2,000.01 and \$5,000.00	\$75.00
Greater than \$5,000	\$100.00

**Eureka College will require the student and employer to complete, sign, and return the Eureka College Employee Deferral Plan agreement prior to the first day of class of each semester. All non-reimbursable charges are to be paid prior to the first day of class of each semester

Please contact Lynn Wolland, the student account manager, toll-free at 1-800-548-9144, or (309) 467-6309 or by e-mail at lwolland@eureka.edu if you have questions or wish to discuss any of the above material.