

Payment of Student Accounts:

Students may make cash or check payments on their account in person at the Bursar's Office in Strong Hall. Personal checks may be mailed to the Bursar's Office and should include the student's ID number. Checks should be made payable to Colgate Rochester Crozer Divinity School. Payments may also be made by credit card (MasterCard, Visa, Discover, or American Express) either in person or by phone to the Bursar's Office. As a service to our students, payments may be extended over several months by filing an Extended Payment Form with the Business Office (see Extended payment application form).

Masters Students

Payment schedule for the fall and spring semesters for-credit courses is as follows: One-half of all tuition and fees is due before the first day of classes. The second half is due five weeks after the first day of classes

All June and January term tuition and fees are due at the time of registration. Tuition payment requirements must be satisfied in order for the student to attend class. No extended payment plans are available for these terms.

Payments for all audit course charges, regardless of term, are due in full by the first day of classes. No extended payment plans are available for these courses.

All first-time students are required to pay a \$150 Pre-Enrollment fee. This will be applied to the student's tuition, but is non-refundable if the student chooses not to attend.

Registration for course work is not considered complete until students have paid the necessary tuition and fees or made a satisfactory alternative payment arrangement with the Business Office. Late registration may be subject to a \$50 fee.

All financial aid forms should be completed one month before the payment due date to ensure that all funds are received on time. A late fee may be assessed to those who have not completed the financial aid forms by this time. Financial aid from the school is applied toward tuition due. Students who have been awarded scholarships, loans, or other grants from agencies outside the school, who do not have the funds in hand by the first day of each new term must present confirmation from the agency from whom payment will be received, including the anticipated disbursement date to avoid a late fee. In the absence of such confirmation, payment will be expected from the student while they await the agency payment. If no payment is made to cover the awarded scholarship, loan, or grant, a late fee may be accessed.

The School for Christian Leadership:

Upon admission, a deposit of \$250.00 is required. This will be applied to the student's tuition but is non-refundable. The balance of the annual tuition is payable in two installments: \$450 by September 1 and \$700 by January 1. Students may request an installment payment plan for an additional fee (see extended payment application form).

Revised 3/2019