

Acknowledgement of Tuition Costs & Related Expenses

By my registration, I understand that I am responsible for all costs and charges incurred and agree to remit payment accordingly. If I do not make required payment and my account becomes unpaid debt, I understand that my registration may be cancelled and that I may be prevented from registering for future semesters and/or obtaining official documents such as transcripts and diplomas. I further understand and agree that if my account is not paid in full it could be turned over to an outside collection agency and/or reported to the credit bureau. If such action is required, I will be liable for collection fees and any attorney/court costs associated with such action.

Payment Information

My check is enclosed. (Cost is \$300 per course.)

Please send a bill to the following address/attention: _____

Tuition Waiver Information: Fifth and Final Course *(Please check box if one of the choices applies to you.)*

One of these courses is my fifth and final course. Please deduct \$300 from my bill.

This is my fifth and final course of the certificate program and no payment is required.

Refund Eligibility and Refund Policy

Timing of Course Withdrawal

Percentage of Refund

Withdrawal from a course within 10 days of the course start date	100%
Withdrawal from a course between day 11 and day 24	75%
Withdrawal from a course between day 25 and day 38	50%
Withdrawal from a course after day 38	0%

Note: In order to be eligible for a refund, written notification of your withdrawal from the course or courses must be provided to Melanie Phillips within one week of your intent to withdraw. Written acknowledgement of your notice will be provided.

Written notice must be submitted through email at mphillips@sjfc.edu or postal mail to:

Melanie Phillips
145 Murphy Hall
St. John Fisher College
3690 East Avenue
Rochester, NY 14618

Please mail to Melanie Phillips, 145 Murphy Hall, St. John Fisher College, 3690 East Avenue,
Rochester, NY 14618 / or email to mphillips@sjfc.edu