

**LANCASTER THEOLOGICAL SEMINARY  
DEFERRED TUITION PAYMENT PLAN REQUEST  
Degree-seeking students only**

If full payment of the tuition is not possible by the semester due date, **please check Option 1, 2 or 3**, sign this form and return it to the Business Office, along with the required remittance (as instructed below). **Deferred payment is for tuition only; all other fees, including the Deferred Tuition Payment fee of \$50, must be paid in full.**

**Option 1 - Three equal payments**

- Include with this form at least 1/3 of total tuition, less scholarship and loan proceeds, if applicable, with this form.
- Include with this form all other semester fees charged.
- Payment #2: 1/3 of tuition is due no later than October 1 for Fall Semester or February 1 for Spring Semester
- Payment #3: 1/3 of tuition is due no later than November 1 for Fall Semester or March 1 for Spring Semester

**Option 2 - Lump Sum Payment by Specified Date** (if student is expecting financial assistance from a source other than the seminary, such as a church, judicatory or institution, or government loan.

Name of source: \_\_\_\_\_ Amount Expected \$ \_\_\_\_\_

Date Expected \_\_\_\_\_ (Must be received on or before semester due date)

- Remit at least 1/3 of total tuition, less scholarship and loan proceeds, if applicable, with this form.
- Remit all other semester fees charged.
- Include copy of letter of approval or verification of eligibility for the amount of assistance from the outside source.
- Balance of amount due for tuition must be received in the Business Office no later than the due date printed on the statement. (It is the student's responsibility to submit a copy of this tuition invoice to the source of the outside assistance. The Business Office cannot submit invoices directly to a third party.)

**Option 3 - Other arrangement approved by Business Office** (specify specific terms of payment)

I agree to pay \$ \_\_\_\_\_ (weekly / monthly) beginning on \_\_\_\_\_.

In all options, Overdue Balance Fee will be charged if payments are not remitted as agreed.

For questions about the Deferred Tuition Payment Plan and/or your Seminary account, please contact Rose Germeyer in the Business Office at [rgermeyer@lancasterseminary.edu](mailto:rgermeyer@lancasterseminary.edu) or 717-290-8725.

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**DEFERRED PAYMENT PLAN AGREEMENT**

I agree to make payments to Lancaster Seminary in accordance with the terms of the payment option chosen above. I understand that I will be charged the monthly Overdue Balance Fee if payments are not made as agreed upon.

Enclosed is payment for 1/3 of the Total Adjusted Tuition amount, plus [if Option 1 or Option 2 is checked] and the Deferred Payment fee.

Name of Student (please print or type) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED AND SIGNED FORM TO THE BUSINESS OFFICE**