

**Payment Option Form and Promissory Note
for School of Education Site Based Education Centers
January/February 2011 start – Spring Semester**

Student Accounts, PO Box 3463, Spokane WA 99220
Attn: Mary Beth Charleboix (509) 313-6399
FAX number: (509) 313-6399
charleboix@gu.gonzaga.edu



Student Name: _____ Student ID #: _____

Address: _____ City/State/Zip: _____

Home phone: (____) _____ Work phone: (____) _____ Off Campus Cohort Name: _____

All electronic bills will be sent to the student's official Gonzaga University email address.
All payments to Gonzaga University must be made in United States funds.
 Please note that the "No Payment / No arrangement" fee is 3% of total charges.
 Your registration may be cancelled if payment is not **received** by January 19, 2011.

_____ **OPTION 1: Spring Semester charges - CHECK PAYMENT IN FULL - Due: January 19, 2011.** Please include a note with the student's name and student identification number in the payment envelope when mailing a check to our office.

_____ **OPTION 2: Spring Semester charges - ONLINE CREDIT CARD PAYMENT IN FULL VIA CASHNet® – Due: January 19, 2011.** Students please log on to <http://zagweb.gonzaga.edu>. A service fee of 2.75% will be charged per transaction. MasterCard, American Express and Discover are accepted. **Visa is not accepted.**

_____ **OPTION 3: Spring Semester charges - THREE MONTHLY PAYMENTS –** There is a \$ 25.00 financing fee charged in addition to tuition/fees. I will pay my balance due each month as outlined below.

Due Dates: January 19, 2011 (total amount financed divided by 3) **plus \$ 25.00** = \$ _____
 And **February 19, 2011** (total amount financed divided by 3) = \$ _____
 And **March 19, 2011** (remaining balance due) = \$ _____

Late payments are subject to a 3% late charge, and monthly finance charges of 1% (12% per annum). Online credit card payments may be made via *CASHNet*. Please log on to <http://zagweb.gonzaga.edu>. A service fee of 2.75% will be charged per transaction. MasterCard, American Express and Discover are accepted. **Visa is not accepted.**

_____ **OPTION 4: UNITED STATES GUARANTEED STUDENT LOAN(S) will pay my balance in full by the deadline of January 19, 2011.**

I acknowledge that I must already be awarded spring semester financial aid to select this option; otherwise I must select option 1, 2 or 3 as listed above. If my student loan is not credited to my student account by January 19, 2011, a 30-day deferral period will be granted for a \$25.00 deferral fee. If the "Total Amount Financed" is not received by February 19, 2011, a 3% late charge and monthly finance charges of 1% (12% per annum pro rata) will be assessed. Loans that are sent to Gonzaga in check form (not electronic funds transfer) will be mailed for my endorsement to the address indicated above.

Refund resulting from your loan? Please indicate if you will pick up your refund check from Student Accounts (Room 024 in College Hall) or if you would like it mailed to the address indicated above. **Pick up** **Mail**

My signature verifies that I have read & agree to the payment terms outlined on pages 1 and 2 of this payment option form.

Signature _____ Date _____

COMPLETE AND RETURN THIS FORM BY FRIDAY, JANUARY 19, 2011.

SPRING SEMESTER 2011
INSTRUCTIONS FOR GONZAGA UNIVERSITY STUDENTS
SCHOOL OF EDUCATION SITE-BASED EDUCATION PROGRAMS

Please note that your housing charges may not be included in this billing statement. Please contact Student Accounts for information regarding payment for Gonzaga University housing. Paid deposit information will also be verified by your Student Accounts representative.

Available payment options are on the reverse. The "Total Amount Financed" is equal to the "Total Due" on the enclosed billing invoice.

Initial your chosen payment option then sign and date the bottom of the form. Please return this form with your **check payment** to Student Accounts – Gonzaga University so that it is **received (not postmarked) by January 19, 2011.**

Online credit card payments may be made via *CASHNet*®. Please log on to <http://zagweb.gonzaga.edu>. MasterCard, American Express and Discover cards are accepted. **Visa is not accepted.** A service fee of 2.75% will be charged per transaction.

You should allow sufficient mailing time for check payments. Your professor has been asked not to accept and/or deliver payments on your behalf. Please do not attempt to send a payment with your instructor and kindly understand the professor's position when he or she refuses your request.

If your student account balance is to be paid by a corporate or foreign sponsor, a government agency, a religious institution, a scholarship foundation or a trust account, we require proof of sponsorship in the Student Accounts Office to confirm your classes by January 19, 2011.

Your registration may be cancelled if payment is not received by January 19, 2011.

Please contact Mary Beth Charleboix, Student Accounts if you have questions.

Phone: (509) 313-6817 or 1-800-440-5392, ext. 6817

Fax: (509) 313-6399

Email address: charleboix@gu.gonzaga.edu

Campus Location: Room 018 West in College Hall basement

ALL PAYMENTS MUST BE MADE IN UNITED STATES FUNDS.

Canadian funds are not accepted. We do not accept post-dated checks. Checks received in Canadian funds and/or post-dated checks will be returned to the student. Late fees may be assessed.

TL11A - TUITION, EDUCATION, AND TEXTBOOK AMOUNTS CERTIFICATES

2010 Canadian tax receipts TL11A will be mailed to students before March 1, 2011. Revenue Canada requires that tuition/fees certificates for January 1 to December 31, 2010, be issued to full-time, matriculating Canadian students. These documents will be mailed from Gonzaga University AFTER February 15 but before March 1, 2011. If a third party sponsor pays the student's fees, the student will receive the education credit but not the tuition credit.

TL11A documents are not available online. To avoid delays, please keep mailing addresses current by emailing charleboix@gu.gonzaga.edu or calling (509)-313-6817.

PAYMENT TERMS : Upon failure to make any payment as due, Gonzaga University or its assignee, may, at its option, declare the entire unpaid balance due as immediately due and payable, whatever the original scheduled due dates.

If this note is placed for collection the student agrees to pay reasonable collection costs and attorneys fees, and if suit shall be brought to collect any principal or interest of this note, the student promises to pay a reasonable attorney's fee. Venue shall be in Spokane County, Washington.

Any fees or charges not included on your billing statement will be due and payable when incurred by the student. A balance owing after the payment due date will accrue a finance charge at a rate of 12% per annum pro rata (365 days).