

# Payment Option Form and Promissory Note for School of Education Programs **SPRING Semester 2019**



Please complete this form and return to: Mary Beth Charleboix  
Student Accounts  
PO Box 3463, Spokane WA 99220

FAX number: (509) 313-6399 Email: [charleboix@gonzaga.edu](mailto:charleboix@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 18, 2019**.

\_\_\_\_\_ **OPTION 1: Spring Semester charges - CHECK PAYMENT IN FULL - Due: January 18, 2019.** 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 18, 2019.** Students please log on to <http://zagweb.gonzaga.edu>. A service fee of 2.75% will be charged per transaction. American Express, Discover, MasterCard and Visa are accepted.

\_\_\_\_\_ **OPTION 3: Spring Semester charges - FOUR 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 18, 2019** (total amount financed divided by 4) **plus \$ 25.00** = \$ \_\_\_\_\_

And **February 18, 2019** (total amount financed divided by 4) = \$ \_\_\_\_\_

And **March 18, 2019** (total amount financed divided by 4) = \$ \_\_\_\_\_

And **April 18, 2019** (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. American Express, Discover, MasterCard and Visa are accepted.

\_\_\_\_\_ **OPTION 4: UNITED STATES GUARANTEED STUDENT LOAN(S) will pay my balance in full by the deadline of January 18, 2019.**



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 received by January 18, 2019, a 30-day deferral period will be granted for a \$25.00 deferral fee. If the "Total Amount Financed" is not received by February 18, 2019, a 3% late charge and monthly finance charges of 1% (12% per annum pro rata) will be assessed.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE AND RETURN THIS FORM BY FRIDAY, JANUARY 18, 2019**



## Spring Semester 2019

### Instructions for Gonzaga University Students

### SCHOOL OF EDUCATION PROGRAMS

**Please refer to page one, which is the Payment Option Form and Promissory Note. An ebill will be sent to your Gonzaga zagmail address. This will include your itemization of charges.**

Please initial or check mark the option you prefer. 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 18, 2019. 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.

Online credit card payments may be made via **CASHNet®**. Please log on to <http://zagweb.gonzaga.edu>. American Express, Discover, MasterCard and Visa cards are accepted. A service fee of 2.75% will be charged per transaction. If you pay online, would you also complete the Payment Option Form and Promissory Note and email it to [Charleboix@gonzaga.edu](mailto:Charleboix@gonzaga.edu). At this time, it is important for us to verify addresses prior to mailing 2018 tax documentation. Thank you.

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 18, 2019.

**Your registration may be cancelled if payment is not received by January 18, 2019.**

Please contact Mary Beth Charleboix, Student Accounts, Graduate Programs and Collections Specialist if you have questions.

Phone: (509) 313-6817 or 1-800-440-5392, ext. 6817 Fax: (509) 313-6399

Email address: [charleboix@gonzaga.edu](mailto:charleboix@gonzaga.edu)

Campus Location: **Lower Level of Crosby Center**

**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.**

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#### **TL11A - Tuition, Education, and Textbook Amounts Certificates**

TL11A 2018 Canadian tax receipts will be mailed to students before March 1, 2019. Revenue Canada requires that tuition/fees certificates for January 1 to December 31, 2018, be issued to full-time, matriculating Canadian students. These documents will be mailed from Gonzaga University AFTER February 15 but before March 1, 2019.

**TL11A documents are not available online.** To avoid delays, please keep mailing addresses current in our computer system by emailing Mary Beth at [charleboix@gonzaga.edu](mailto:charleboix@gonzaga.edu) or calling (509)-313-6817.

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**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 attorney's 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).