WAYLAND BAPTIST UNIVERSITY

Plainview Campus

CREDIT AGREEMENT

I have read, understand, and agree that this is a legally binding instrument with all conditions herein. I am fully responsible for payment of all costs incurred by enrolling.

I will submit official WBU forms to WBU to DROP, ADD, or CHANGE a class. I understand and agree that the amount of refund due my account will be based upon the date I submit the official forms. Refunds of tuition will be given in agreement with the refund policy outlined in the Academic Catalog. The refund schedule is as follows:

➢ 100% of tuition previously charged to the student account for a course	Prior to class start
➢ 75% of tuition previously charged to the student account for a course	1-7 days after first class meeting
➢ 25% of tuition previously charged to the student account for a course	8-14 days after first class meeting
➢ 10% of tuition previously charged to the student account for a course	15-31 days after first class meeting
➢ 5% of tuition previously charged to the student account for a course	32-47 days after first class meeting
➢ 0% of tuition previously charged to the student account for a course	48 days or more after first class meeting
➢ A $10 administrative fee will be charged for processing each course dropped.	

I understand and agree that my account must be paid in full in order to re-enroll for future terms, receive transcripts, and/or graduate. If I default on any portion of my financial obligation to Wayland Baptist University, I understand I will be responsible for additional costs such as, but not limited to, collection costs which may be based on a percentage at a maximum of 50% of the debt, late fees and/or attorney fees.

STUDENT INFORMATION Date:_____

How would you like to be contacted? (circle one)

Phone Text Email

_____
Student PRINTED Name

_____
Student ID

_____
Phone Number/Cell Phone Number

_____
Student Preferred email

_____
Current Address

REFERENCE INFORMATION

_____
Name

_____
Phone Number/Cell

PROMISSORY NOTE – (WBU Staff)

Complete this section only if student on a 3-payment plan. A $50 payment plan fee will apply

I have requested, have been approved, and agree to pay tuition costs on an installment plan, paying a minimum of 1/3 of said costs at the time of registration, and the second and final installments in the amounts and on the dates listed below.

Term:_____ Year:_____

TOTAL Tuition Costs
Or balance after Fin. Aid $_____

First 1/3 installment Due Date $_____
Due: On or before 1st day of class _____

Second 1/3 installment Due Date $_____
Due: 30 days from 1st day of class _____

Final 1/3 installment Due Date $_____
Due: 60 days from 1st day of class _____

I understand that a $50 payment plan fee applies, and failure to make payments as scheduled above will result in an additional non-refundable fee of $50 for each late payment.

_____
Student SIGNATURE

WBU Official:_____
Date

_____

Student Signature ***Date***

Rev. 7/1/2015 – Credit Agreement - Plainview