



Spring 2019
Promissory Note and Deferment Agreement
Graduate and Professional Studies

The deferred promissory note allows students with 100% Employer Tuition Reimbursement Benefits to make a payment of 25% prior to the first class and defer the remaining 75% to 30 days after the course has ended. In order to enroll in the deferment plan, this form must be completed in full and submitted prior to the start of class.

I. Employer Information: To be completed by authorized official of Employer.

Company Name
Address City State Zip Code Phone #
Authorized Official Name and Title Authorized Official Phone # Authorized Official email

By signing below, I am attesting that the student listed below is employed by the company named above and eligible to receive 100% Tuition Reimbursement from said company in accordance with the company's Tuition Reimbursement Policy, and that I have the authority to execute the Agreement on behalf of the company named above.

Authorized Official signature: Date:

II. Student Information: To be completed by student.

Last Name First Name ID# email address
Address City State Zip Code Phone #

III. Payment Policy Due Dates

Payments must be made in accordance with payment schedule listed below:

- Twenty-five (25) percent is due prior to the start of class.
Seventy-five (75) percent remaining payment is due thirty (30) days after the course has ended.

A late payment penalty may be assessed for any payments made after the due date and the College may declare this promissory note to be in default and demand immediate payment of the entire unpaid balance. Merrimack College may elect to transfer and/or assign this note to another servicing institution, as it deems necessary. The provisions of this note that relate to the College shall, where appropriate, relate to an assignee. Merrimack College reserves all rights as set forth in the College Catalog to withhold the release of all academic records, and prevent my participation in the Deferment program until all payments and collection expenses have been paid. I understand that the College may report the status of this note to credit reporting agencies.

IV. Payment Options

- Online payments can be made through Tuition Management Systems at www.afford.com/merrimack. Payments via E-check are free. Credit/Debit card payments are also accepted. A convenience fee will be charged to the cardholder for this service.
Payment in person can be made at the Bursar's Office with cash or check.
Payment by check may be mailed to Merrimack College, Attn Bursar's Office 315 Turnpike St. North Andover, MA 01845

V. Withdrawal and Refund Policy

A student is entitled to a refund of tuition according to the following schedule:

- Prior to the end of the first week - Full Refund
Prior to the end of the second week - fifty (50) percent Refund
Prior to the end of the third week - twenty-five (25) percent Refund
After the third week - No Refund

Non-attendance does not constitute withdrawal. You must contact the Registrar's Office to officially withdraw. The Registrar's Office can be reached by telephone at 978-837-5320 or by e-mail at regoff@merrimack.edu.

VI. Signature

I have read and agree to the terms and conditions of this payment plan. I understand that it is my responsibility to ensure that Merrimack College is compensated for all costs including those that are not paid through my Employer. I understand that if for any reason my balance with the College is not paid in full, Merrimack College will forward my account to a collection agency and I will assume responsibility for the additional costs of collection and/or legal fees. I agree that I am responsible to inform the College of all changes of name, address, telephone number or employer while this promissory note remains in force. I attest that the information in this application is true and complete to the best of my knowledge.

Student's signature: Date:

Bursar's Office, Merrimack College, 315 Turnpike Street, North Andover, MA 08145, ph # 978-837-5105, fax # 978-837-5015.