

TUITION AND FEE MASTER PAYMENT CONTRACT

February 20, 2026

Agreement

The Bethlehem College and Seminary Tuition and Fee Master Payment Contract serves as both the application and the promissory note for all tuition and fee payments due and is valid until all charges due are paid in full. Bethlehem College and Seminary requires that all *students* who enroll in classes complete, sign, and return the Tuition and Fee Master Payment Contract. Failure to complete and turn in the Tuition and Fee Master Payment Contract may result in the *student* being withdrawn from classes.

Satisfactory arrangements for the payment of the total charges for each semester's tuition and other fees MUST be made prior to the first day of classes. Satisfactory arrangements are either (1) timely payment pursuant to the Full Payment Plan; or (2) selection of Four Payment Plan AND payment of all monthly installments which are billed on the *student's* Bethlehem College and Seminary account statements prior to the first day of classes. The Four Payment Plan is a privilege, which may be revoked for cause. All past due charges MUST be paid prior to any of 1) registering for and attending classes in the next semester 2) requesting transcripts, or 3) granting of diplomas.

Records

Absent manifest error, Bethlehem College and Seminary's records shall be conclusive evidence of all amounts payable by the *student* hereunder.

Tuition Refund Policy

If the *student* withdraws from any classes (officially or unofficially), the *student* will be liable for tuition and fees according to the refund schedule listed in the Bethlehem College and Seminary catalog and posted on the Bethlehem College and Seminary Populi site.

Change of Status

The *student* will inform Bethlehem College and Seminary of any change in name, address, or telephone number in writing at the address below or via e-mail at registrar@bcsmn.edu if there are any changes to the billing name, address, or payment option.

Regardless of the address provided, the bursar will send reminders of upcoming deadlines to the *student* through the *student's* e-mail account. Such reminders take the form of broadcast e-mails reminding all *students* of upcoming deadlines and individualized e-mails notifying *students* of any delinquencies.

Account Statement

The responsible party must make timely payment of their tuition and fees even if they do not receive a statement. Statement information is posted in Populi as a convenience and the *student* is obligated to make payment even if no notice is received.

The Full Payment Plan

If the *student* elects to use the Full Payment Plan, the *student* will be billed once per semester via Populi. The *student* will see in their Populi account when miscellaneous charges are billed. These charges are due and payable in the month billed.

Four Payment Plan

The Bethlehem College and Seminary Four Payment Plan allows *students* to make their semester payments in four installments. No interest is charged. The Tuition and Fee Master Payment Contract must be received by the Bethlehem College and Seminary bursar no later than the first day of classes.

Under the Four Payment Plan, there are four billing installments per semester. Payments of 25% (of tuition) are due on Day 1, Day 30, Day 60, and Day 90 of each semester.

If the *student* elects to use the Four Payment Plan, the *student* should initial their payment choice, complete the agreement, and return it to the registrar's office by the deadline. Miscellaneous fees such as copier or technology fees are due and payable in the month billed. These charges are not spread over the remaining monthly payments.

Course Attendance and Withdrawals

A *student* who fails to attend courses, fails to complete required course work, withdraws from Bethlehem College and Seminary, withdraws from a course(s) or drops course(s) is still liable for the full amount owed. The bursar, registrar, housing coordinator (if applicable), and admissions departments must be notified no less than one week prior to the course start date of any term in writing informing Bethlehem College and Seminary that the *student* will not be attending to be eligible for any refund (Admissions Deposit is non-refundable).

Grace Period & Late Payments

Bethlehem College and Seminary allows a grace period of eight days after the due date for both plans. After the grace period has expired, the *student* account is subject to a \$25 late fee for any late payments under the Four Payment Plan or \$75 for any late payments under the Full Payment Plan. If an emergency arises and the *student* needs an extension of the due date, they may contact the bursar's office before the due date to make special arrangements for late payment without penalty. Payments made by check and returned by the bank for non-sufficient funds are subject to a returned check fee of \$50 per incident of return. Accounts that are over 90 days delinquent are subject to, at the school's discretion, interest at a rate of up to the prevailing US Prime Rate (or its equivalent) + 5%.

Financial Lock

A Financial Lock will be placed on tuition accounts with an outstanding balance. The *student* will be prevented from accessing class assignments, reviewing grades, registering for classes, obtaining transcripts, participating in commencement, and receiving a diploma until the tuition balance is paid.

Payment Options

Satisfactory payment arrangements include: Full Payment mailed or delivered directly to Bethlehem College and Seminary in the form of a check, or pay-in-full via credit card or ACH check online. Certain forms of payment (e.g., credit card) may be subject to a convenience fee as noted in Populi.

Who to Call with Questions

If the *student* has questions regarding the *student* account, please contact the bursar at bursar@bcmn.edu.

Initial Payment Choice

_____ Full Payment Plan — *student* promises to pay the total charges for each semester's tuition and fees prior to the beginning of each semester per the due date on the *student's* Populi account statement (Fall semester billed in August, spring semester billed in January) and to pay any additional special fees, miscellaneous charges or other amounts due billed on the *student's* Populi invoices on or before the due dates on such statements.

_____ Four Payment Plan — *student* opts to apply for the Four Payment Plan. *student* promises to pay the total for each semester's tuition and fees in four (4) installments per semester. (Such installments will be recalculated each month and may change due to the addition of special fees, miscellaneous charges, or credits.)

Name _____ Date _____

Address _____

City, State, Zip _____

Acceptance

The undersigned *student* agrees to pay all amounts that become due to Bethlehem College and Seminary pursuant to this Tuition and Fee Master Payment Contract. The undersigned represent that they have access to Bethlehem College and Seminary's Populi site and will consult such website for fee information. In the event of default, Bethlehem College and Seminary may pursue payment from the *student* at its discretion.

By signing my name, I _____ acknowledge and agree to all of the contract terms; I agree to having read, understood, and accept the terms and conditions of the contract. I, the student, am liable for all costs and expenses at Bethlehem College and Seminary. I promise to pay Bethlehem College and Seminary, or any subsequent holder of debt, the balance plus interest and other fees which may become due.