



Program: 2019 Fall Undergraduate - Putney Campus

From: Business Office

Re: Enrollment Information and Billing Statement

Last Name:

First Name

Student Id:

Instructions

- Please read this entire document and check each box to acknowledge that you have read and understand each statement.
- If you are under 18, your parent or legal guardian must read the document and check the boxes.
- Make sure you print a copy of this document for your records.

Fall 2019 Comprehensive Fees

Tuition	\$29,550.00
Room*	3,330.00
Board**	3,120.00
Health Insurance	2,264.00
Damage Deposit	300.00
Computer Package***	1,444.00
Total	\$40,008.00

*Additional fees apply for premium housing and single rooms. A full list of housing costs may be found at: <https://www.landmark.edu/student-life/residential-life/housing-rates/>

** Fee for unlimited meal plan (19 meals per week)

***Computer Package fee is estimated until actual 2019-2020 prices are set. Estimate is based on the 2018-2019 fee.

Payments Are Due On or Before the Following Dates:

Due Date	Description	Amount Due
April 15, 2019 or upon receipt	Fall enrollment deposit	\$750.00
August 1, 2019	Fall semester payment	\$39,258.00

Important Notes About Payments (please check all to acknowledge you have read them):

- ☐ Checks should be made payable to *Landmark College*.
- ☐ If the enrollment agreement is issued after the due dates listed above, the enrollment deposit is due within two weeks of the date of issuance or by registration, whichever comes first. All semester fees must be paid in full by registration each semester of attendance.
- ☐ Students receiving financial aid from Landmark College may subtract the amount of their award from the semester cost noted above.

- ☐ The enrollment deposit is non-refundable.
- ☐ A student may register for classes only after paying all required fees.
- ☐ If a student has outstanding fees, transcripts and academic records will not be sent to the student or another institution until those fees have been paid.
- ☐ Any damage billing, unpaid fines, or other charges will be charged against the damage deposit. Campus damages that cannot be assessed to an individual student will be charged to all student accounts.
- ☐ Any remaining balance in a student's account will be returned within 90 days of the end of the student's last academic term.
- ☐ These fees are subject to change.

Payment Options

Option 1

- Pay your enrollment deposit of \$750.00 by April 15, 2019 or within two weeks of acceptance.
- Pay the balance of \$39,258.00 by August, 1, 2019

Option 2

- Parents of dependent students may choose to take out a Federal Direct Parent PLUS loan, which is a low-interest educational loan with repayment over ten years (beginning immediately). For more information regarding a Federal Direct Parent PLUS loan:
<https://www.landmark.edu/admissions/tuition-and-financial-aid/loans/>

Option 3

- Enroll in a payment plan through *Quickpay*, our online payment system. For a \$50.00 fee, you can participate in a series of monthly payments each semester payable by credit card or e-check.
- You must still pay your enrollment deposit directly to Landmark College.
- Call Student Accounts at 802-387-6845 for details.

Option 4

- You can also pay your bill via *Quickpay*, our online payment system. Just visit www.landmark.edu and select the *Families* link under *Find Information for...* tab at the top left-hand side of the page. Then scroll down to the *Quickpay* link.
- You will need your student's ID number found in their admission letter or in the portal to make a payment as a guest payer. *Quickpay* does accept credit cards. If you have any questions about using *Quickpay*, please call Student Accounts at 802-387-6845.
- Please remember that all students need to set up an authorized payer. Please see the *Quickpay* form in the student onboarding portal for instructions on setting up an authorized payer.

Independent Student Definition

Students are considered independent only if they meet the Department of Education definitions. According to the Department of Education, an independent student is:

- 24 years old before January 1 of the year of attendance;
- a veteran of the Armed Forces;
- married;
- an orphan or ward of the court;
- or has legal dependents other than a spouse.

Payment Policies

Late Payment Fee

1.5% is charged each month or part of a month that fees are late.

Refund Policy

No refund of fees is made in the case of the dismissal of a student from Landmark College. Students who withdraw either voluntarily or for medical reasons or serious emergencies shall forfeit the application fee and Enrollment Deposit but may receive a partial refund of tuition, room, and board fees, paid as follows:

Week of Withdrawal	Percentage of Refund	Date
First Week	80%	September 3-September 9
Second Week	60%	September 10-September 16
Third Week	40%	September 17-September 23
Fourth Week	20%	September 24-September 30
After the Fourth Week	0%	October 1 and on

Requests for refunds should be submitted in writing to the Vice-President of Finance and Administration. If granted, refunds will be remitted by check from Landmark College to the person listed as the Responsible Payer.

When a withdrawing student has accumulated outstanding bills or fines, the refund will be reduced by the amount owed.

Automatic Payment Plan:

Advantages

- Easy online enrollment
- Monthly payment plan
- Interest free

Payment Methods

- Automatic Bank Payment (ACH)
- Credit card or debit card
- Payments are processed on the 5th of each month and will continue until the balance is paid in full. If a credit or debit card is used a convenience fee will be assessed in addition to the enrollment fee.

Cost to Participate

- \$50 per semester nonrefundable enrollment fee (ACH and credit or debit card)
- \$30.00 fee is assessed if a payment is returned.

How to Enroll

- Go to www.landmark.edu
- Select the *Families* link under *Find Information for...* tab at the top left-hand side of the page.
- Select Payment Plan link

*Before you click the **Submit** button, please carefully read the Final Review and the Terms and*

Conditions. An email will be sent (if an email address was provided for the person responsible for the payment) confirming your enrollment in the payment plan.

The availability of the payment plan is determined by Landmark College. Please be aware that the College may elect to not have the payment plan available during specific times and dates during registration.

My FACTS Account

My FACTS Account is a service provided which enables you to view the current status of your payment plan. Once you complete your payment plan, you will receive instructions to set up your My FACTS Account.

Balance Adjustment

Please do not assume that your balance will automatically be adjusted if financial aid is received or if a class with a lab fee is dropped or added. You should review your balance online through your **My FACTS Account** or contact Student Accounts at 802-387-6845 if you have any questions.

Payment Plan Enrollment Dates Fall 2019

(Payment plans are available starting on June 15, 2019)

Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payments
July 26	0.00	4	August-November
August 26	\$750.00*	3	September-November
September 26	\$750.00*	2	October & November

*Unless already paid directly to Landmark

NOTE: All down payments and full payments are processed immediately.

☐ **I have read this document and understand my billing statement.**

If you have any questions regarding this billing statement please contact the Business Office at 802-387-6845.

Save and Submit Your Form



Save

1. Click on the **Save** icon , located in the top left of the form frame (outermost scroll bar) to save your work. You may save your work at any time and then return to complete the form later.

DONE!

2. Once you have completed the form and it is ready for submission, you will see a **Done!** button in the bottom right of the form frame. **Save** your form one more time and then click on this button to submit your form to Landmark College.