



REQUEST TO DEFER PAYMENT OF TUITION FOR DEGREE-SEEKING STUDENTS

If full payment of the tuition is not possible by the start of the semester, **please check Option 1 or 2**, sign this form and return it to the Business Office, along with the required remittance (as instructed below).

Deferred payment is for tuition and housing only; all other fees, including the Deferred Payment fee of \$100, must be paid in full.

Option 1 - Three equal payments

- Remit at least 1/3 of total tuition and housing, less scholarship and loan proceeds, if applicable, with this form.
- Remit all semester fees charged. (seminary service fee, vehicle registration fee, health insurance)
- The second 1/3 of amount due for tuition is due no later than: October 1 for Fall Semester or February 1 for Spring Semester
- The final 1/3 of amount due for tuition is due no later than: November 1 for Fall Semester or March 1 for Spring Semester.
- Overdue Balance Fee will be charged if payments are not remitted as agreed.

Option 2 - Lump Sum Payment by Specified Date (if student is expecting financial assistance from a source other than the Seminary, such as a church, denomination, or organization, etc.)

Source of outside scholarship

Amount expected \$ _____ Expected date of receipt _____

- Remit at least 1/3 of total tuition and housing, less scholarship and loan proceeds, with this form.
- Remit all semester fees charged. (seminary service fee, vehicle registration fee, health insurance)
- Include copy of letter of approval or verification of eligibility for the amount of assistance from the outside source.
- Balance of amount due for tuition must be received in the Business Office no later than November 1 for Fall Semester or March 1 for Spring Semester. (It is the student's responsibility to submit a copy of this tuition invoice to the source of the outside assistance. The Business Office cannot submit invoices directly to a third party.)
- Overdue Balance Fee will be charged if payments are not remitted as agreed.

For questions about the Deferred Payment Plan and/or your Seminary account, please contact Martin Schwab in the Business Office at Mschwab@ltsp.edu or 215-248-7311. To view your student account log into <https://henry.ltsp.edu>.

DEFERRED PAYMENT PLAN AGREEMENT

I agree to make payments to The Lutheran Theological Seminary at Philadelphia in accordance with the terms of the payment option chosen above. I understand that I will be charged the monthly Overdue Balance Fee if payments are not made as agreed upon.

Enclosed is payment for 1/3 of the Total Adjusted Tuition amount, plus the Deferred Payment fee.

Name of Student (please print)

Signature of Student _____ Date _____

RETURN COMPLETED AND SIGNED FORM TO THE BUSINESS OFFICE WITH PAYMENT