



**Certificate Program
Prepaid Tuition Procedure and Application**

- A student admitted to an ESR Certificate Program may choose to prepay tuition for the entire 6-course (18 credit) program and receive a **25% discount**, based on the tuition rate for the first year in which a certificate class is taken.
- All 6 courses must be **completed within 6 sessions** (3 years).
- Prepaid tuition will be forfeited on courses not taken within 6 sessions.
- **Classes must be dropped by the 100% Tuition Refund cutoff date**, as posted in the ESR Academic Calendar, in order to retain Prepaid Tuition for use with a different class. Prepaid Tuition for classes dropped after the 100% refund date will be forfeited. **The 50% and 0% refund dates do not apply** to students who utilize the Prepaid Tuition Program (but you can still drop a class up to the 0% date).
- The prepayment discount **does not apply** to Registration, Technology and Common Meal fees.



Certificate Prepayment Application

- Please complete and return this form to Tracy Crowe no later than July 15th.
- Within 14 days of receipt of this form, ESR will send you a bill for 6 courses less the 25% discount. **Payment is due within 10 days.**
- You'll receive a bill for fees at the beginning of each session. **Payment is Due Upon Receipt.**

I understand and agree to the terms of the ESR Certificate Prepaid Tuition Program:

Printed name	Student ID number
Signature	Date

Form Received: _____ Bill Sent: _____
 Payment Deposited: 1002.6402 Prepaid Tuition \$ _____ Date: _____

Semester	# of courses	Auto Billed	Manual entry PPT Detail Code 2246	Manual Entry Discount Detail Code 2805

Notes: _____