



BURSAR'S OFFICE
 2 College Hill
 Westminster, MD 21157-4390
 Phone: 410-857-2209
 Fax: 410-386-4615
www.mcdaniel.edu

INTERNSHIP GRADUATE TUITION CONTRACT PLAN APPLICATION
FALL CONTRACT DUE - - BY JULY 15TH

SPRING CONTRACT DUE - - BY DECEMBER 15TH

This contract payment plan between McDaniel College and the student is an alternative to paying **internship** tuition in full. The Bursar's Office must receive your application by July 15th for **internships** beginning in the Fall semester and December 15th for **internships** beginning in the Spring semester. Completed contracts maybe emailed to **bursaroffice@mcdaniel.edu** from your McDaniel email address only, mailed, or faxed to 410-386-4615.

Please complete the worksheet on page 2 to determine the amount of your monthly payment. Retain page 1 of this application for your RECORDING KEEPING. Return page 2 of this application to McDaniel College. Along with the \$50 contract fee, submit your monthly payments by the following due dates:

The FALL due dates are July 15, August 15, September 15, October 15, and November 15
The SPRING due dates are December 15, January 15, February 15, March 15, and April 15

The student is responsible for the non-refundable **\$50 contract fee**. It is understood that all contracts are subject to review and approval by McDaniel College.

A payment received late (after the 15th day of the month when due) will result in a late fee of \$25.00.

Failure to remit any two monthly payments by the due date will result in cancellation of the contract. In addition the student's account will be charged for any difference due on the contract for that semester plus a late charge and any collection and attorney fees.

Mail application and tuition payments to: McDaniel College Bursar's Office, 2 College Hill, Westminster, MD 21157

Checks are made payable to McDaniel College. We also accept payment by VISA/MC/AMEX/Discover or ACH - ONLINE ONLY. To make a payment online login to the portal and go to: Self Service Menu - Student Menu - Student Bursar's Office - Make a Payment.

For your Record keeping:

| | | |
|---|--|--|
| Payment by July 15 or December 15 (if paid after the 25th, add a \$25 late fee) | Payment by August 15 or January 15 (if paid after the 25th, add a \$25 late fee) | Payment by September 15 or February 15 (if paid after the 25th, add a \$25 late fee) |
|---|--|--|

| | | | | | |
|------------|--------------|------------|--------------|------------|--------------|
| Date Paid: | Amount Paid: | Date Paid: | Amount Paid: | Date Paid: | Amount Paid: |
|------------|--------------|------------|--------------|------------|--------------|

| | |
|---|--|
| Payment by October 15 or March 15 (if paid after the 25th, add a \$25 late fee) | Payment by November 15 or April 15 (if paid after the 25th, add a \$25 late fee) |
|---|--|

| | | | |
|------------|--------------|------------|--------------|
| Date Paid: | Amount Paid: | Date Paid: | Amount Paid: |
|------------|--------------|------------|--------------|



COMPLETE AND RETURN THIS APPLICATION TO:

McDaniel College, Bursar's Office, 2 College Hill, Westminster, MD 21157

Please check one option listed below:

_____ Fall Semester - Five equal monthly payments due: July 15, August 15, September 15, October 15, and November 15

_____ Spring Semester - Five equal monthly payments due: December 15, January 15, February 15, March 15, and April 15

Student Name: _____ Student ID# _____

Address: _____

City, State, Zip Code: _____

Phone Number (Day): _____ Phone Number (Evening): _____

Email Address: _____

I understand and agree to follow the terms listed on page 1 of this application: _____
(Signature)

GRADUATE EXPENSES

Semester Rates

| | |
|---|---|
| TUITION: | MISCELLANEOUS FEES: |
| Standard Tuition rate: | Late registration Fee \$35.00 |
| \$500 per credit hour (\$1,500 per 3 credit course) | Comprehensive Test Fee \$150 |
| | Student Teaching Fee \$750 |
| Counselor Education Credit Rate: | |
| \$560 per credit (\$1,680 per 3-credit course) | BEST Student Teaching Fee \$750 |
| | |
| | Administrative Fee \$75.00 |
| | Parking violation -Fees range based on number occurrences |

***Internships are billed at \$500/credit (Counselor Education Internships are billed at \$560/credit)**

Use this worksheet to determine the amount of your monthly payment:

SEMESTER EXPENSES

| | |
|-----------------------|-----------------|
| Tuition Expense | \$ _____ |
| Student Teaching Fee | + _____ |
| Administrative Fee | + \$75.00 _____ |
| Other Fees | + _____ |
| TOTAL EXPENSES | \$ _____ |

MONTHLY PAYMENT

Total Expenses divided by 5 \$ _____ (Due by the 15th)

CONTRACT FEE \$50.00 (Due when submitting Contract)