



January Term 2016 Payment Agreement

(Return to Student Accounts/Cashier's Office with your initial deposit or after online deposit – due April 15th)

Name: _____ Student ID: _____

Seminar Destination: _____

Instructor: _____ Subj/Course Number: _____

Course Title: _____ CRN Number: _____

J-term seminars have a pre-determined payment schedule with the following deadlines:

- Wednesday, April 15th – **Non-refundable \$500 deposit due.** *Return Payment Agreement by this deadline.*
- Monday, June 15th – First installment due
- Tuesday, September 15th – Second installment due
- Monday, November 2nd – Final installment due

The payment schedule is for the benefit of the student, and payment in full is allowed at any time. Students' accounts must be paid up to the current payment schedule installment amount (or higher) at any point in the seminar planning process. Failure to make scheduled payments may result in the student losing his/her spot and non-refundable \$500 deposit, particularly after the second installment deadline of September 15th. Holds will be placed on the student's account for past due installments if any deadlines are not met. *If choosing to switch trips, students will be assessed an administrative fee of \$100.00 charged directly to the student account.*

Students can make trip deposit payments in any of the following ways:

- 1) E-check, debit card, or credit card online via the Drake Payment System
 - a. Students can access the Payment System in the My Drake Account tab of blueView
 - b. When making payments online, pay as an **eDeposit** for J-term 2015
- 2) Cash, check, or debit card at the Cashier's Office (115 Old Main)
- 3) Mailing a check to the Cashier's Office (115 Old Main, 2507 University Ave, Des Moines, IA 50311)

NOTE: Payments are held in a deposit account and will be credited to the student's account when J-Term fees are assessed.

Be aware that additional Drake charges, in addition to seminar travel costs, may be assessed depending on your student status. **Example: Graduate students and any undergraduate student who is registered part-time for the Spring 2016 semester will be assessed tuition in addition to seminar costs. Tuition is covered only for undergraduate and pharmacy students enrolled full-time for the Spring 2016 semester.**

If a student withdraws from the seminar prior to departure, the student will forfeit his/her deposit and all non-recoverable costs, as well as be responsible for any additional fees that result from the withdrawal. **No refunds will be given out after the final trip costs have been determined as the trips are paid in full to travel vendors at this time.**

After all seminar obligations have been paid in full, extra funds that may have been paid to the account will be refunded to the student. Refunds are not issued during the planning process; they are issued after travel is complete and fees are assessed.

I have read this contract and acknowledge that I have been informed of payment deadlines and regulations pertaining to J-term travel seminar payments, also cited in the "Travel Seminar Handbook". I agree to make on-time payments, and will reference the Seminar Handbook and "J-term Experience" website (<http://www.drake.edu/dc/j-termexperience/>) for additional guidance on trip regulations and J-term rules.

Signature: _____ Date: _____