



## JD Tuition Installment Payment Program Spring Semester 2023

Students who are current in their financial obligations to the Law School may elect to participate in the Tuition Installment Payment Program. Students who are interested in participating in the Program must contact the Bursar's Office before registration. To participate, students must execute a Promissory Note, pay a **\$75 participation fee and make a minimum tuition payment of \$500**. The remaining balance of tuition is paid in four (4) monthly installments due on the 15<sup>th</sup> of the following months: **January, February, March, and April 2023**.

**To take advantage of the full 4 months, enrollment in the program should occur before the first installment due date of January 15, 2023.  
If you enroll on 1/15/23 or later, your first payment is due at the time of enrollment.**

A \$75 late penalty shall be assessed for each installment not received by the 20<sup>th</sup> of the month in which the payment is due. If payment is not received by Atlanta's John Marshall Law School by the 30<sup>th</sup> of the month in which the payment is due, the student shall be deemed in default and shall be academically withdrawn from the Law School with no automatic right to readmission. A student in default shall not be allowed to sit for examinations.

Atlanta's John Marshall Law School reserves the right to terminate the student's participation in the Tuition Installment Payment Program if the student is chronically late in making payment under the terms of their Promissory Note. A student shall be deemed chronically late if the student makes more than two late payments. A student need not be in default to be deemed chronically late.

A student who defaults on the terms of this Promissory Note shall also be liable for the costs incurred by Atlanta's John Marshall Law School in collecting the unpaid principal amount and accrued interest, including, but not limited to, attorneys' fees, costs, and collection service fees.

A student who defaults on the terms of this Promissory Note shall also be liable for interest on the unpaid principal. Interest shall accrue from the date of default at a rate of seven (7) per cent simple interest per annum. Once a student has been terminated from the Tuition Installment Payment Program, the student is required to pay tuition in full on the first day of class for future semesters.

### SPRING SEMESTER 2023 - INSTALLMENT DUE DATES

#### MINIMUM TUITION PAYMENT OF \$500 AND A \$75 PARTICIPATION FEE DUE AT TIME OF REGISTRATION

<b>1<sup>st</sup> Installment Payment</b>	Sunday, January 15, 2023
<b>2<sup>nd</sup> Installment Payment</b>	Wednesday, February 15, 2023
<b>3<sup>rd</sup> Installment Payment</b>	Wednesday, March 15, 2023
<b>4<sup>th</sup> Installment Payment</b>	Saturday, April 15, 2023

**You MUST complete the auto-pay form attached in order to participate in the Tuition Installment Payment Program.**



**TUITION INSTALLMENT PAYMENT PROGRAM  
(JD)  
2023 Spring Semester  
Participation Enrollment Form**

I, \_\_\_\_\_, have received a copy of the terms and conditions of the Atlanta's John Marshall Law School Tuition Installment Payment Program. Having read and understood the terms and conditions of the Tuition Installment Payment Program, I wish to participate in the Program.

I understand that in order to participate in the Tuition Installment Payment Program, I must execute a promissory note in favor of the Law School for the amount of tuition and fees owed after application to my student account of all credit for financial aid received and tuition payments made. Upon notice of the Office of Student Accounts that the Promissory Note is ready for signature, I shall execute the Promissory Note.

I further understand that if I have not executed the required Promissory Note or paid my tuition in full within ten (10) business days of the date of the Participation Enrollment Form, I will be administratively withdrawn from Atlanta's John Marshall Law School and will be ineligible to return to the Law School.

**You MUST complete the auto-pay form attached in order to participate in the Tuition Installment Payment Program.**

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_



**2023 Spring Semester  
Tuition Installment Payment Program  
Promissory Note**

I, \_\_\_\_\_, promise to pay Atlanta's John Marshall Law School (in U.S. Dollars) the amount of \$\_\_\_\_\_, which represents payment of tuition and fees for the courses in which I am enrolled for the **2023 Spring Semester**.

All payments shall be made payable to Atlanta's John Marshall Law School. Payments shall be sent to or made in person at: Bursar's Office, Atlanta's John Marshall Law School, 1422 West Peachtree Street, N.W., Atlanta, GA 30309.

Payments shall be made in four (4) equal installments. All payments shall be made on the 15<sup>th</sup> day of the month for the following months: January 15th, February 15th, March 15th and April 15, 2023. **Payments not received by Atlanta's John Marshall Law School by the 20<sup>th</sup> of the month in which the payment is due shall be assessed a non-refundable \$75.00 late fee.**

If payment is not received by Atlanta's John Marshall Law School by the 30<sup>th</sup> of the month in which the payment is due, the student shall be deemed in default and shall be academically withdrawn from the Law School with no automatic right to readmission. A student in default shall not be allowed to sit for examinations.

Atlanta's John Marshall Law School reserves the right to terminate the student's participation in the Tuition Installment Payment Program if the student is chronically late in making payment under the terms of this Promissory Note. A student shall be deemed chronically late if the student makes more than two (2) late payments. A student need not be in default to be deemed chronically late.

A student who defaults on the terms of this Promissory Note shall also be liable for the costs incurred by Atlanta's John Marshall Law School in collecting the unpaid principal amount and accrued interest, including, but not limited to, attorneys' fees, costs, and collection service fees. A student who defaults on the terms of this Promissory Note shall also be liable for interest on the unpaid principal. Interest shall accrue from the date of default at a rate of seven (7) per cent simple interest per annum.

This promissory note is governed by the laws of the State of Georgia.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student I.D. Number**

\_\_\_\_\_  
**Student Name - Printed**

\_\_\_\_\_  
**Date**



## AUTHORIZATION TO CHARGE DEBIT/CREDIT CARD

**Name:** \_\_\_\_\_ **Monthly Amount:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Date to Process:** The 15<sup>th</sup> of each month

I request and authorize **Atlanta's John Marshall Law School** to charge my debit card according to the information provided below:

Name on Card: \_\_\_\_\_

Debit/Credit Card Number: \_\_\_\_\_ 3 digit Sec. Code \_\_\_\_\_

Expiration Date of Card: \_\_\_\_\_

Card Type: \_\_\_\_\_

**(Visa, MasterCard, Amex Express or Discover)**

I authorize Atlanta's John Marshall Law School to charge my monthly Promissory Note payment to my card per the date and amount indicated above. I understand that there may be a 3-day delay in processing my payment due to business operating hours, school closing, etc. Additionally, I understand that I am responsible for all payments not authorized or approved by my Credit Card Company or bank. By signing below, I agree to the terms of this authorization form.

**Card holder's signature:** \_\_\_\_\_ **Date signed:** \_\_\_\_\_

**Student Id#:** \_\_\_\_\_

- **THIS AUTHORIZATION EXPIRES AT THE END OF THE PROMISSORY NOTE TERM.**
- **ALL COMPLETED FORMS SHOULD BE SUBMITTED TO THE BURSAR'S OFFICE:  
EMAIL: [bursar@johnmarshall.edu](mailto:bursar@johnmarshall.edu)**