



Emory Paralegal Certificate Program Promissory Note Program

Emory’s Center for Lifelong Learning offers registrants in the Paralegal Certificate Program the opportunity to submit tuition payment in two installments – half due at the beginning, and the remainder due at the mid-point of the course.

	Amount	Due
1 st Payment	\$3,048	At Time of Registration
2 nd Payment	\$3,047	Mid-Point of Course (90 Days From Start of Program)

This has been entered between the Emory Center for Lifelong Learning and _____ for the tuition for the Emory Paralegal Certificate Program. The parties agree that Emory University will receive the following payments on or before the dates indicated for the undersigned to participate in the Emory Paralegal Certificate Program. Tuition is \$6095, which includes an initial \$100 processing fee for the promissory note. This tuition includes all textbooks and accompanying course materials. *The only acceptable forms of payment are credit card, money order, or cashier’s check. A valid credit card number must be provided at the time of registration to guarantee your second payment.*

The program participant further acknowledges the obligation to pay the full amount of the promissory note whether or not the program is completed by the participant. Failure to make the second payment on time may also result in immediate withdrawal from the program until payment in full is received. Students cannot graduate or receive a certificate until all financial obligations to Emory University are met. Emory University’s Paralegal Certificate Program has a **withdrawal policy** of a refund (minus a \$100 processing fee) up to 15 business days prior to the class start date. After the 15th business day before class starts, no refunds will be given. Registrations can be transferred to an upcoming program (within one year of your original program) with no penalty.

Our Upcoming Programs
(Select one)

Sep. 20, 2008 – Feb. 21, 2009: Meets every Saturday 9am – 4pm

Oct. 20, 2008 – Apr. 1, 2009: Meets Mon/Wed evenings 6pm – 9pm

Total Program Fee (with books and \$100 promissory note fee): \$6,095

www.emoryparalegal.org

Please complete and submit this form only if you choose to participate in the Promissory Note payment plan.

****Completed Registration Form must accompany the following payment plan form.****

Name _____ Date _____

Social Security Number _____

Method of Payment - (Acceptable forms of payment are credit card, money order, or cashier’s check)

Please charge my Visa MasterCard American Express in the amount of \$ _____

NOTE: This card will also be charged for the remaining tuition on or around 90 days after the start of your program. You may also pay with a money order or cashier’s check prior to the 90 day deadline to avoid having this card charged. A valid credit card number must be provided at the time of registration to guarantee second payment.

Card # _____ Name on card _____ Expires _____

Signature _____