

# Lesley Seminars Credit Card Authorization Form

Return with Registration Form to:  
Lesley University, Division of Continuing Education  
mail: 29 Everett Street, Cambridge, MA 02138  
phone: 617.349.8609 or 617.349.8298  
fax: 617.349.8335



Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Card Type:  American Express  Discover  MasterCard  Visa

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Amount to charge: \$ \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

## ■ DEBIT CARD PAYMENTS

Bank debit cards typically have a daily withdrawal limit. Please check with your bank regarding your debit card daily limit. Should your card payment be declined, you will be charged a Declined Credit Card Fee.

## ■ REFUNDS OF TUITION AND FEES\*

The following schedule is used to determine the portion of tuition which will be refunded depending upon the date of formally withdrawing from a course or from the University. \*See notes below.

Prior to the start of the class	100%
Before the start of the second week of classes	100%
Before the start of the third week of classes	50%
Before the start of the fourth week of classes	25%
After the start of the fourth week of classes	0%

*\*For courses with six or fewer class meetings (Intensive and Weekend Intensives), there is a 100% refund prior to the start of classes. Once the class has begun, there is no refund.*

*\*Actual percentage will depend on the official date of formal withdrawal.*

*\*Course fee(s) and/or registration fee(s) will not be refunded.*

## ■ MISCELLANEOUS FEES

Please refer to our website, [www.lesley.edu/studentaccounts](http://www.lesley.edu/studentaccounts), for further information on fees and policies.

## ■ SPONSOR/THIRD PARTY BILLING

If an outside agency or employer, which requires direct billing, has agreed to pay all or part of a student's tuition and/or fees, billing authorization from the third party must be submitted to the Student Accounts Office prior to the payment deadline. The Student Accounts Office will then bill the agency for the amount they have agreed to pay. Any remaining balance will be billed to the student and is due prior to the payment deadline.

## ■ ADDRESS CHANGES

It is the student's responsibility to ensure the Student Accounts Office has the correct billing address. Students may update their billing address at [studentaccounts@lesley.edu](mailto:studentaccounts@lesley.edu) or 800.999.1959 ext. 8760.

## ■ BILLING ISSUES

All inquiries about the charges and payments on your student account should be directed to the Student Accounts Office at 800.999.1959 ext. 8760 or [studentaccounts@mail.lesley.edu](mailto:studentaccounts@mail.lesley.edu).

Lesley University  
Student Accounts Office  
29 Everett Street  
Cambridge, MA 02138-2790  
[www.lesley.edu/studentaccounts](http://www.lesley.edu/studentaccounts)