



SCHOOL OF
**PARISH
LEADERSHIP**
— AND —
EVANGELIZATION

SCHOOL OF PARISH LEADERSHIP & EVANGELIZATION (SPLE) FINANCE POLICY

1. Financial Hold Triggers

- Purpose of This Summary: No student will be allowed to register for courses if they have an outstanding balance or are late in a payment plan arrangement.
- No student will be allowed to be enrolled (active on first day class roster) in a course if they have an outstanding balance. Unless they have submitted an auto payment plan agreement along with the auto debit form of payment.

2. Payment Forms Accepted

- Credit/Debit Card online (subject to convenience fee)
- E-check online
- Outside Scholarship Funds (third party check)
- Cash
- Check

3. Auto Debit Payment Plan Options (Plans may be requested within 5 days of billing date)

- Graduates Students
 - Fall payment plan consists of 4 payments:

DUE DATE	AMOUNT DUE
September 5	25% of bill/invoice
October 5	50% of bill/invoice
November 5	75% of bill/invoice
December 5	100% (final)

- Spring payment plan consists of 4 payments:

DUE DATE	AMOUNT DUE
February 5	25% of bill/invoice
March 5	50% of bill/invoice
April 5	75% of bill/invoice
May 5	100% (final)

- Summer payment plan consists of 2 payments:

DUE DATE	AMOUNT DUE
June 1	50% of bill/invoice
July 1	100% (final)

- Non-credit Hour/Certificate Students

- Payment plan consists of 6 payments:

DUE DATE	AMOUNT DUE
September 1	16.66% of bill/invoice
October 1	32.32% of bill/invoice
November 1	49.98% of bill/invoice
December 1	66.64% of bill/invoice
February 1	83.30% of bill/invoice
March 1	100% (final)

4. Refund Policies:

- All Students

- **There will be no refund of fees of any kind regardless of withdrawal date.**

- Graduate Students

- Students on a semester track who withdraw from school before the end of an academic semester will be charged for tuition, room and board on the following percentage on a per semester basis:

TIME IN CLASS	% CHARGED
Two weeks or less	30%
Between three and four weeks	50%
Within the fifth week	70%
Over five weeks	100%

- Non-credit Hour/Certificate Students Refund Policy:
 - It is assumed that all parties, including parishes, will have either paid in full or established an approved auto payment plan by the first day of class in August. The total balance will then be divided into three equal installments (e.g., $\$1,500 \div 3 = \500). Based on this arrangement, the following refund/withdrawal policy will apply.

TERM 1: START DATE AUGUST 24, 2026	
TIME IN CLASS	% CHARGED
Two weeks or less	30%
Between three and four weeks	50%
Within the fifth week	70%
Over five weeks	100%

TERM 2: START DATE NOVEMBER 9, 2026	
TIME IN CLASS	% CHARGED
Two weeks or less	30%
Between three and four weeks	50%
Within the fifth week	70%
Over five weeks	100%

TERM 3: START DATE FEBRUARY 15, 2027	
TIME IN CLASS	% CHARGED
Two weeks or less	30%
Between three and four weeks	50%
Within the fifth week	70%
Over five weeks	100%

Questions or Coordination: For questions related to payment invoice or to coordinate contributions, please contact:

Isamary Zamudio

USML Business Office

ar@usml.edu | 847-970-4806