USC
VITERBI
SCHOOL OF
ENGINEERING

PROMISSORY NOTE
Engineering Tuition Deferment Program

Semester: Fall 2009
(Applications will not be accepted after September 11th, 2009)

Name	**10 Digit Student ID#**
Work Phone#	**Home Phone#**
Fax#	**E-mail Address**

As a participant in the ***USC Engineering Tuition Deferment Program***, I hereby agree to the following conditions:

I agree to be fully responsible for obtaining all final grades for any courses taken at the University of Southern California for the above semester, as well as following the prescribed procedure necessary for obtaining tuition reimbursement from the appropriate _____ personnel.
(Company Name)

In addition, **I agree to settle all tuition and fees owed for the above semester on or before February 6th, 2010.** I understand that should I fail to meet this deadline, my company will be contacted regarding my delinquency.

Late fees and finance charges resulting from my failure to follow correct procedures will not be waived by the University.

I understand that I am financially responsible for all tuition charges, regardless of whether I qualify for reimbursement from my company.

Signature _____ **Date** _____

NOTE: The credit card information below will **only** be used to charge the $30 **non refundable** service fee.

Credit Card (Circle one: VISA MASTERCARD DISCOVER AMERICAN EXPRESS)

Card Holders Name: _____ **Card Number:** _____

Signature: _____ **Expiration Date:** _____

Please mail this form along with your credit card number and company authorization letter to:

Susanna Sahakian
USC Viterbi School of Engineering
Distance Education Network
OHE 106, MC 1455
Los Angeles, CA 90089-1455

For more information, contact Susanna Sahakian at susannas@usc.edu or (213) 740-8198.