

Tuition Deposit Form

Paying your Tuition Deposit

In order to confirm your attendance and reserve your place in the entering class, you should submit your \$500 tuition deposit immediately. Waiting to submit your deposit means that Berklee cannot verify your plans to attend and you risk forfeiting your place in the class. Additionally, the deposit ensures that you are sent important registration and billing information for the semester you have been accepted. Please complete this form and return it to the appropriate address listed below. Please **DO NOT** include any other materials with your payment.

The \$500.00 tuition deposit is not deducted from your tuition, but rather is a fee that assures your enrollment and remains on account with the college while you are an enrolled student. The deposit is returned to you upon graduation or official withdrawal from your studies at the college.

You may pay your tuition deposit by credit card, check, money order or bank wire.

- **MasterCard/Visa** – Call the Bursar’s Office at (617) 747-2165 or fill out and mail the form below
- **Check or Money Order** – Mail your check or money order with the form below
- **Bank Wire** – Directions for bank wire are on the Berklee website at: <http://www.berklee.edu/financing/payment-methods.html>

Tuition Deposit Refunds

The \$500 tuition deposit is refundable! Requests to refund your tuition deposit or defer it to a later semester must be made in writing and be received by the college on or before the printed deadlines below. You may mail us your refund request, email Admissions at admissions@berklee.edu or use the deposit refund form located at www.berklee.edu/admissions/refund.html.

Please note: deposits may be transferred once only; once a deposit has been transferred to a new semester it may no longer be refunded.

Summer (May) Term:	Must receive written refund request by March 1
Fall (September) Term:	Must receive written refund request by May 1
Spring (January) Term:	Must receive written refund request by November 1



If paying by CREDIT CARD (MasterCard and Visa only):

Student’s name _____	Berklee ID# _____
Cardholder name _____	Amount to be charged: <input type="checkbox"/> \$500.00
Credit card number _____	Expiration date _____
Signature _____	Phone Number _____

Please use this form and mail CREDIT CARD information to:

**Berklee College of Music
1140 Boylston Street
Attn: Bursar’s Office
Boston, MA. 02215-3693**



If paying by CHECK: Please include the words “Transaction Code #1” on your check

All payments must be made in U.S. dollars. Please **DO NOT** send checks issued by a foreign bank

- Make payable to Berklee College of Music in the amount of \$500.00
- Include your full name (parents/guardians please include the student’s name) and Berklee ID# on the check
- Please use this form and mail CHECK to:

**Berklee College of Music
P.O. Box 3618
Boston, MA 02241 – 3618**