

## EdD Dissertation and Graduation Fees Request

Rev. date: 01/06/20

Date: \_\_\_\_\_ NOBTS ID #: \_\_\_\_\_

Student: \_\_\_\_\_ Binding Fee: \_\_\_\_\_

External Reader Fee: \_\_\_\_\_ Style Reader: \_\_\_\_\_

**Binding Fee** (for library copies): Your student account will be charged \$120 for this fee. You must pay this fee before your dissertation will be distributed by EdD Office.

**External Reader Fee** (if a non-NOBTS professor has been approved as your third reader): Write separate check to NOBTS for \$300 (Business Office will deposit into 11-5333-029.)

### Instructions:

All fees will be paid to the Business Office by March 1/October 1. Your dissertation will not be forwarded to your guidance committee until the fees are paid at the Business Office.

**Diploma Fee:** Student accounts are assessed the \$60 diploma fee at the time the graduation application is submitted online. **Graduation application deadlines are firm!**

**Please sign that you understand these charges:**

\_\_\_\_\_ Date: \_\_\_\_\_

Payment to your student account can be made in three ways:

- 1) Pay at the Business Office or mail a check directly to the Business Office (3939 Gentilly Blvd. New Orleans, LA 70126). Be sure to include your ID# on the check.
- 2) Pay online in your Self-Serve account under the Finances tab.
- 3) Pay over the phone through our Automated Phone System by calling 866-606-8235. You will need to enter your ID# and the amount of the balance.

\*\*Any payment made via debit/credit will incur a 2.5% service fee from our third-party payment processor. Any payment made via E-check will incur a flat fee of \$1.75.