

**DOMINICAN CENTER MARYWOOD at AQUINAS COLLEGE
SPIRITUAL FORMATION PROGRAM**

**Financial Agreement and Policy for Quarterly Payments
Foundations in Spirituality**

- **Quarterly payments:** due on or before: Sept. 30th, Nov. 30th, Feb. 28th, and March 30st
- **Standard Procedure:** Except for the first quarterly payment, invoices will be emailed the third week of the month prior to the due date of quarterly payments: the third week of September, October, January, and February.
- Mark your calendar to be aware of dates invoices are sent and payments are due.
- A \$5.00 late fee each time a payment is late
- Advise Dominican Center of change in email address (or any personal information)
- **Exception:** If absolutely impossible to access email, request a mailed invoice on the form below.

Request form Deadline September 16, 2023

___ I am requesting the quarterly payment option. I agree to make payments within the designated month.

(signature)

___ I am in need of a mailed invoice.

Name_____

Address_____

City/State/Zip_____

Email_____

Daytime Phone_____ Evening Phone_____

Cell Phone_____

For information re: payment, please call: 616-514-3325

Give this form to onsite coordinator at the September session or

Print and mail form to: **Spiritual Formation Program / Dominican Center Marywood /
1700 Fulton Street East / Grand Rapids, MI 49506**