

Notice Of Default: you have five business days to settle before deregistration begins

RE: Policy For Bad Debt, Late Payments, And Deregistration

Dear **Sharma**,

This letter is to notify you that you are now in default of your financial obligations under the above college policy document. A copy is also attached.

As a result of the default you have **five business days** in which to favorably rectify this matter before we take the actions of deregistering you from the semester.

Please pay the amount of US\$ that is outstanding on your account now to restore your account immediately and to avoid deregistration which is the actions of removing you from all class records for the said semester and any coursework you submitted are returned.

Given we have very flexible payment plans, low payments, and Promissory Notes that give up to 30 days grace period for late payments after the due date, deregistration is only a final action on our part when you fail to properly manage your debt with the college.

Additional Fourteen- or Thirty-Days Extension To Pay

However, we still want to keep you in school as your success is important to us, and I know that you have the best chance of succeeding here **so I have also attached the Promissory Note that once you sign and return it with the late fees shown**, gives you extensions of up to 14 or 30 days to pay. See the terms on the attached documents as specific conditions of agreement will apply.

You have the maximum of five (5) days to either 1) pay the outstanding fee or 2) to sign and return the Promissory Note with the late fee. After this five-day period has passed and none of the two actions are taken by you, the notification of deregistration will be issued to you.

- 1) **SUBMIT YOUR TUITION PAYMENT RECEIPT HERE:** [Enrollment: eDocuCenter](#)
OR
- 2) **SUBMIT YOUR PAYMENT RECEIPT FOR THE PROMISSORY NOTE AND THE SIGNED PROMISSORY NOTE HERE:**
<http://colbournecollege.weebly.com/promissory-note-request.html>

I look forward to a favorable resolution and keeping you in College to continue the journey leading to your diploma and degree.