Belmont University
Graduate Application for
The Jack C. Massey Graduate School of Business
Applying for Admission

Application Steps for Accelerated MBA, Accounting, and Professional MBA (MAcc and MBA) Applicants:

1. Complete the entire Graduate Degree Seeking Application. An incomplete application cannot be considered and will be returned to the applicant. Please note: Accelerated MBA candidates are only admitted for fall semesters. Please indicate a fall start term if you are applying to the Accelerated MBA program.

2. Submit the non-refundable application fee of $50. Checks or money orders should be made payable to Belmont University.

3. Submit two recommendations (business and/or academic related). Have two people (non-relatives) complete a recommendation form (enclosed in this application packet).

4. Submit official transcripts from all colleges and/or universities attended, even those from which transfer credits were received. For a transcript to be official, it may not be marked “Issued to Student” or have previously been opened. All official transcripts must be on file with the Office of Admissions before an admissions decision can be made. In addition, applicants with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as, World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com). The evaluation and all official transcripts must be submitted. Please allow 4-6 weeks for all official transcripts to be received.

5. Submit official GMAT test score. The Massey Graduate School of Business offers GMAT Math Review and Strategy courses three times per year to help you obtain your best possible score. (*The Sylvan Testing Center will give students an unofficial score on the test date. Please fax or email your unofficial score as soon as you receive it. We can work with the unofficial results for interviewing purposes. Our fax number is (615) 460-6353. Our email address is masseyadmissions@belmont.edu.) Test scores must have been earned within the last five years. An official, electronic score report from the GMAT site is accessible by our office within 5 to 7 days. Allow 4-6 weeks for official test scores (hard copy) to be received.

6. Submit a one to two page essay on your personal and professional goals, and how a degree from The Jack C. Massey School will help you achieve these goals.

7. Submit a current resume. Professional MBA applicants are required to complete at least two years of full-time work experience before starting the program. MAcc and Accelerated MBA applicants may enter directly from an undergraduate program.

Admissions Requirements

Admission requirements are program specific. For a list of the admissions requirements, please visit the admissions website (http://www.belmont.edu/prospectivestudents/graduate/index.html) and click on the program you wish to view. Applications for admission are also program specific so be sure to download and submit the application of the program to which you intend to apply. You can find a list of program applications at (http://www.belmont.edu/prospectivestudents/graduate/index.html).

International Applicants

1. International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 550 PBT or 80 iBT) or by successful completion of ELS Language Center Level 112.

2. International applicants with college level course work from foreign institutions must have their transcripts evaluated by a credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com).

3. In order to be issued an I-20 for the desired entry term, international applicants must be admitted no later than October 1, March 1, or June 1 in order to enroll for spring, summer, or fall terms respectively.

Please send all application materials to:

Belmont University
Office of Admissions
1900 Belmont Blvd.
Nashville, TN 37212
615-460-5434 Fax

Questions about your application and/or requirements should be directed to:

The Jack C. Massey Graduate School of Business
1900 Belmont Boulevard
Nashville, TN 37212-3757
Phone: 615-460-6480
masseyadmissions@belmont.edu
Belmont University
Degree Seeking Application for Graduate Admission

Applicant Information

Term you are applying for ____________________________
Degree you are applying for ☐ Master of Accountancy ☐ Master of Business Administration
Program you are applying for ☐ Accounting (MACC) ☐ Professional MBA (MBA) ☐ Accelerated MBA (MBA)
If applying for Accounting please choose a track/concentration: ☐ Entrepreneurship ☐ Finance ☐ General Business
If applying for Professional MBA or Accelerated MBA please choose a track/concentration: ☐ Accounting ☐ Entrepreneurship
☐ Finance ☐ General Business ☐ Healthcare Management ☐ Marketing ☐ Music Business

Have you previously applied for admission to Graduate Studies at Belmont University? ☐ Yes ☐ No
If yes, what program? ____________________________ for what term? ____________
Have you previously attended Belmont University? ☐ Yes ☐ No If yes, for what term? ____________

Personal Data

First Name ____________________________ Middle Name ____________________________ Last Name ____________________________
Preferred First Name ____________________________ Former Last Name (if any) ____________________________
Social Security Number: ____________________________ Email Address ____________________________
Mailing Address Line 1 ____________________________ Mailing Address Line 2 ____________________________
City ____________________________ State/Province ____________________________ Zip/Postal Code ____________________________ Country ____________________________
Home Phone (_____ ) ____________________________ Work Phone (_____ ) ____________________________ Cell Phone (_____ ) ____________________________

Please select your citizenship status ☐ US Citizen ☐ Dual US Citizen ☐ Permanent US Resident ☐ Other

If you are not a US Citizen, please fill out the International Supplement.

The following information is requested for statistical purposes only; completion is optional

Date of Birth MM/DD/YYYY Gender ☐ Male ☐ Female
Are you a US Armed Services Veteran? ☐ Yes ☐ No
Marital Status ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Remarried ☐ Widowed
Religious Preference ____________________________

Ethnic Background: Are you Hispanic or Latino? ☐ Yes ☐ No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member.

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White
Education Information

List the names and locations of all colleges/universities at which you have taken courses (including Belmont if you are a former student) and the degrees you have been awarded starting with the most recent. Please attach Additional Education Information Sheet, enclosed in this application packet, if needed. All official transcripts must be mailed directly to the Belmont University Office of Admissions from each institution. In addition, students with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny (www.jsilny.com).

Institution Attended 1

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Date attended from (MM/DD/YYYY):</th>
<th>to:</th>
<th>GPA earned at this college (on a 4.00 scale):</th>
<th>Degree earned/expected</th>
<th>if no degree earned/expected, please leave blank</th>
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Institution Attended 2

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<thead>
<tr>
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<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Date attended from (MM/DD/YYYY):</th>
<th>to:</th>
<th>GPA earned at this college (on a 4.00 scale):</th>
<th>Degree earned/expected</th>
<th>if no degree earned/expected, please leave blank</th>
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</table>

Institution Attended 3

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<thead>
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<th>City</th>
<th>State/Province</th>
<th>Country</th>
<th>Date attended from (MM/DD/YYYY):</th>
<th>to:</th>
<th>GPA earned at this college (on a 4.00 scale):</th>
<th>Degree earned/expected</th>
<th>if no degree earned/expected, please leave blank</th>
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</table>

Employer Information (if applicable)

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Current Position</th>
<th>Address</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>Country</th>
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</table>

Former Employer Name | Position | Address | City | State/Province | Zip/Postal Code | Country |

|               |          |         |      |                |                |         |
|               |          |         |      |                |                |         |

In case of emergency, notify the person below

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
<th>Address</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>Country</th>
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</table>
Background Information

Have you ever been expelled or suspended from any high school or college?
☐ Yes  ☐ No  If yes, please describe in detail:

Have you ever been convicted of (or is any charge now pending against you for) any crime other than a traffic violation?
☐ Yes  ☐ No  If yes, please describe in detail:

References

College of Law applicants are not required to submit letters of reference.

For all other applicants, please list the name and address of two persons who know you (professionally and/or academically) and are willing to address your ability, interest and motivation for pursuing this program. Give each person a recommendation form and instruct them to return it directly to the admissions office. Your application cannot be reviewed until all references have been received.

1. __________________________
2. __________________________

I certify that all information given is complete and accurate. I understand that my failure to provide complete and accurate information may result in dismissal from the university or other appropriate disciplinary action. If admitted to Belmont University, I agree to abide by the policies and provisions stipulated in the university catalog.

Signature of Applicant __________________________ Date ____________

For information regarding Belmont University’s campus security record and policies, please contact the Belmont University Office of Safety and Security at (615) 460-6617. In compliance with the Student Right to Know Act, Belmont’s persistence (retention) rates are available at the Institutional Research Office. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. The university has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title IX. Inquiries or complaints should be directed to the Office of the Provost or the Office of Human Resources.

Visit www.belmont.edu/prospectives/graduate/ in order to confirm individual program requirements. Please forward all materials, including a $50 application fee, to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757, or fax to 615-460-5434.

How did you learn about Belmont University’s Graduate Programs? (please check all that apply)

☐ Academic Advisor  ☐ Advertisement  ☐ Another College/University  ☐ Belmont Alumnus
☐ Belmont Current Student  ☐ Belmont Faculty/Staff  ☐ College Fair  ☐ Employer
☐ Friend  ☐ GRE  ☐ Internet  ☐ Letter or Email from Belmont
☐ Professional Association  ☐ Publications  ☐ Other

Please provide names and/or details for the source checked above:
<table>
<thead>
<tr>
<th>Institution Attended 4</th>
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<tbody>
<tr>
<td>College/University Name</td>
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<tr>
<td>City</td>
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<tr>
<td>Date attended from (MM/DD/YYYY): to: GPA earned at this college (on a 4.00 scale):</td>
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<td>Degree earned/expected if no degree earned/expected, please leave blank</td>
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<tr>
<td>College/University Name</td>
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<td>City</td>
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<tr>
<td>Date attended from (MM/DD/YYYY): to: GPA earned at this college (on a 4.00 scale):</td>
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<tr>
<td>Degree earned/expected if no degree earned/expected, please leave blank</td>
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<tbody>
<tr>
<td>College/University Name</td>
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<tr>
<td>City</td>
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<tr>
<td>Date attended from (MM/DD/YYYY): to: GPA earned at this college (on a 4.00 scale):</td>
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<tr>
<td>Degree earned/expected if no degree earned/expected, please leave blank</td>
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<tbody>
<tr>
<td>College/University Name</td>
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<tr>
<td>City</td>
</tr>
<tr>
<td>Date attended from (MM/DD/YYYY): to: GPA earned at this college (on a 4.00 scale):</td>
</tr>
<tr>
<td>Degree earned/expected if no degree earned/expected, please leave blank</td>
</tr>
</tbody>
</table>
**Belmont University**
**International Supplement**

<table>
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<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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<table>
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<tr>
<th>Email Address</th>
<th>Date of Birth</th>
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<tr>
<th>Mailing Address Line 1</th>
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<tr>
<th>Mailing Address Line 2</th>
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<tr>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal Code</th>
<th>Country</th>
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<tr>
<th>Home Phone</th>
<th>Work Phone</th>
<th>Cell Phone</th>
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List any non-US countries of citizenship

<table>
<thead>
<tr>
<th>Place of birth</th>
<th>City/Town</th>
<th>State/Province</th>
<th>Country</th>
</tr>
</thead>
</table>

First language

Primary language spoken at home

If you are a Permanent US Resident list your Alien Registration #

If you have another citizenship status list your Visa Type
Belmont University
Graduate Programs Recommendation Form

**This section to be completed by the applicant**

<table>
<thead>
<tr>
<th>Applicant's Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
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</thead>
<tbody>
<tr>
<td>Preferred Name</td>
<td>Date of Birth</td>
<td>MM/DD/YYYY</td>
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<tr>
<td>Country</td>
<td>Email</td>
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</tbody>
</table>

**Note to Candidate:**
Please enter your name above and deliver one copy of this form to two individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Belmont University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed the waiver below, he or she may request to see the recommendation forms after enrolling at Belmont University.

I hereby ☐ waive ☐ do not waive my right of access to this document should I matriculate to Belmont University.

| Signature: | Date: |

**Term you will enter**

**Degree you are applying for**

**Program you are applying for**

**Program Track/Concentration**

---

**This section to be completed by the evaluator**

You are completing a recommendation for an applicant to a graduate program at Belmont University. Your assessment is very important to the Admissions Committee, and we greatly appreciate the time and effort on your part in giving us your appraisal of this candidate.

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Occupation</th>
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<tbody>
<tr>
<td>Current Employer/Organization</td>
<td></td>
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<tr>
<td>Address</td>
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<tr>
<td>City</td>
<td>State/Province</td>
</tr>
<tr>
<td>Phone (_____)</td>
<td>Email Address</td>
</tr>
</tbody>
</table>

How long have you known this applicant? ____________

In what capacity do you know this applicant? ____________________________
Is there any aspect of this applicant’s background that might interfere with successful completion of their graduate study?

☐ Yes  ☐ No  If yes, please specify: ____________________________________________________________

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the program to which he or she is applying: __________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

In what areas do you think the candidate needs the most improvement?

______________________________________________________________________________________

______________________________________________________________________________________

How well do you think the applicant has considered plans for graduate study?

______________________________________________________________________________________

______________________________________________________________________________________

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation?

______________________________________________________________________________________

______________________________________________________________________________________

Emotional stability

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Analytical ability

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Ability to work with others (teamwork)

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Written communication

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Oral communication

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Leadership potential

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Motivation and organization

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Ethical behavior

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Problem Solving

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Intellectual Ability

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Please complete this section ONLY IF YOU ARE EVALUATING AN APPLICANT FOR GRADUATE STUDY IN MUSIC:

Music Performance Ability

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Knowledge of music history and theory

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

Aural Skills

☐ Exceptional (Top 5%)

☐ Outstanding (Top 15%)

☐ Above Average (Top 1/3)

☐ Average (Middle 1/2)

☐ Below Average (Bottom 1/3)

☐ Not Able to Rate

In regards to this student’s application to graduate study at Belmont University:

☐ Highly Recommend  ☐ Recommend  ☐ Recommend with Reservation  ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to:
Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615-460-5434.

Signature: ___________________________ Date: ______________________
Belmont University
Graduate Programs Recommendation Form

This section to be completed by the applicant

Applicant's Name

First Name

Middle Name

Last Name

Preferred Name

Date of Birth

MM/DD/YYYY

Country

Email

Note to Candidate:
Please enter your name above and deliver one copy of this form to two individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Belmont University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed the waiver below, he or she may request to see the recommendation forms after enrolling at Belmont University.

I hereby ☐ waive ☐ do not waive my right of access to this document should I matriculate to Belmont University.

Signature: ___________________________ Date: ______________

Term you will enter ____________________

Degree you are applying for ____________________

Program you are applying for ____________________

Program Track/Concentration ____________________

This section to be completed by the evaluator

You are completing a recommendation for an applicant to a graduate program at Belmont University. Your assessment is very important to the Admissions Committee, and we greatly appreciate the time and effort on your part in giving us your appraisal of this candidate.

Name ___________________________ Current Occupation ___________________________

Current Employer/Organization ___________________________

Address ___________________________

City ___________________________ State/Province __________ Zip/Postal Code __________

Phone (_____ ) ___________________ Email Address ___________________________

How long have you known this applicant? ____________________

In what capacity do you know this applicant? ____________________
Is there any aspect of this applicant’s background that might interfere with successful completion of their graduate study?
☐ Yes  ☐ No  If yes, please specify: ________________________________________________

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the program to which he or she is applying: _____________________________________________________________

In what areas do you think the candidate needs the most improvement? __________________________________________________________

How well do you think the applicant has considered plans for graduate study? ____________________________________________________

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? ______________________________________________________

<table>
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<tr>
<th>Emotional stability</th>
<th>Exceptional (Top 5%)</th>
<th>Outstanding (Top 15%)</th>
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<th>Average (Middle 1/2)</th>
<th>Below Average (Bottom 1/3)</th>
<th>Not Able to Rate</th>
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Analytical ability

Ability to work with others (teamwork)

Written communication

Oral communication

Leadership potential

Motivation and organization

Ethical behavior

Problem Solving

Intellectual Ability

Please complete this section ONLY IF YOU ARE EVALUATING AN APPLICANT FOR GRADUATE STUDY IN MUSIC:

Music Performance Ability

Knowledge of music history and theory

Aural Skills

In regards to this student’s application to graduate study at Belmont University:

☐ Highly Recommend  ☐ Recommend  ☐ Recommend with Reservation  ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to:
Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615-460-5434.

Signature: ___________________________________________  Date: ___________________________
**Belmont University**

**Graduate Application Fee Form**

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<th>Applicant’s Name</th>
<th>First Name</th>
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<th>Last Name</th>
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<td>MM/DD/YYYY</td>
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<tr>
<th>Program Applying for</th>
<th>Term Applying for</th>
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**Instructions:** The $50.00 non-refundable application fee may be paid by check, money order, or credit card. Check or money orders should be made payable to Belmont University.

**Please indicate your method of payment:**

- [ ] Check (Payable to Belmont University)
- [ ] Money Order (Payable to Belmont University)
- [ ] VISA
- [ ] MasterCard
- [ ] Discover
- [ ] American Express

*If you are paying by credit card, complete the credit card authorization below*

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Expiration Date (MM/YYYY):</th>
</tr>
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</table>

**Amount to be charged:** $50.00

Cardholder’s Name: ________________________________

Cardholder’s Signature: ________________________________