**EdD Dissertation and Graduation Fees Request**

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

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

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

**Binding Fee** (for library copies): Your student account will be charged $315 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

**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 $100 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.

Revised 5/2025