

Payment Arrangements Form

A Payment Arrangements Form must be completed for each term.

Please indicate the course, term, status, and tuition for the classes for which you are registering:

<i>Course Name</i>	<i>Term and Year</i>	<i>Taking for Grade or Audit</i>	<i>Tuition Amount</i>

By entering into this payment plan, I understand that I can pay my tuition in two (2) installments.

I agree to make a **deposit of \$50 per course plus the \$25 special processing fee** by the first day of the quarter. I understand that the balance is **due within 60 days**. I further understand that I will be assessed an additional \$25 late payment fee if the account is not paid by that time.

My total tuition (including fees) for this quarter is:

Payment Plan Processing Fee	\$ 25.00
Tuition \$250 x ____ Course(s)	+ \$ _____
Subtotal	= \$ _____
Late Registration Fee	+ \$ 25.00 <i>(if applicable)</i>
Total	= \$ _____

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25 may be retained by the school if the application denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days of signing a contract with the school. All refunds shall be returned within 30 days. Once the 3 business days have elapsed the following refund policy will apply: (1) 100% tuition/fee refunds will be granted through the first 5 days of the quarter, (2) no refunds will be granted after 5 days.

My signature below indicates that I agree to the terms outlined in this Agreement.

Student Signature _____

Date _____