

## Three-Year Certificate Program

### Tuition Agreement

We are pleased that you will be joining us in the Three Year Certificate training program. There are three (3) years of study in the certificate training. We have a committed faculty who will facilitate the content of the sessions and we rely upon your commitment to the financial aspects of the course. Our budget assumes all participants supporting the program throughout the three years and thus, absences are non-refundable. If you miss a session, you are welcome to make it up at a future time with prior approval.

For your convenience and to facilitate your planning, we are providing several payment options to meet the fees:

### Payment Plans (check your payment choice)

#### Payments made by Cash, Check or Money order:

- \_\_\_\_\_ Pre-payment in full before each year, \$5,000, each due *before* April 15, 2022, April 15, 2023 and April 15, 2024
- \_\_\_\_\_ 6 Payments by cash or check: \$2,550 each (includes a \$300 total service charge)  
Due *before* April 15, 2022, October 15, 2022, April 15, 2023, October 15, 2023. April 15, 2024 and October 15, 2024
- \_\_\_\_\_ EFT Payments: 1<sup>st</sup> payment of \$1,440 due *before* March 15, 2022  
Followed by 20 monthly payments of \$700 each due from July 15, 2022 through February 15, 2024  
(Includes a \$440 total service charge)

#### Payments made by Credit Card, via PayPal:

- \_\_\_\_\_ Pre-Payment in full before each year: \$5,145 Due *before* April 15, 2022, April 15, 2023 and April 15, 2024  
(includes the 2.9% credit card fee)
- \_\_\_\_\_ 6 Payments by Credit Card via PayPal: \$2,625 each Due *before* April 15, 2022, October 15, 2022, April 15, 2023, October 15, 2023. April 15, 2024 and October 15, 2024  
(includes a \$300 service charge plus 2.9% credit card fee)

#### Late Charge:

Late payments will incur a fee of \$50. This will be charged for each month until paid or arrangements are made.

#### Returned Checks:

Checks that are returned for insufficient funds will incur a fee of \$65.

**Refunds:** 45 days prior to the first session: Full refund less a \$150 processing fee. Before the second session: 50% refund less a \$250 processing fee. After this point, there is no refund. Program sessions are offered based on the number of students enrolled, so payment commitments need to be honored. With prior approval, students may attend missed blocks to complete the training at a future time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip