

PAYMENT PLAN AGREEMENT

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS:

Street Address Apt. No. City State Zip Code

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COURSE NAME: International Online/Hybrid Certified Billing & Coding Specialist

COURSE TUITION FEE: \$1,450.00

**TOTAL: \$1,450.00\***

*\*Books & the Board Exam fee are not included*

**Credit/Debit Card Authorization:**

*Visa    MasterCard    Discover    American Express*

Card Holders Name: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

**Payment Schedule:**

- |                                |   |
|--------------------------------|---|
| a. Upon Registration           | \$700 (Non-Refundable)                            |
| b. 2 <sup>nd</sup> Installment | \$400 (30 days after Registration)                |
| c. 3 <sup>rd</sup> Installment | \$350 (30 days after 2 <sup>nd</sup> Installment) |

I, \_\_\_\_\_, acknowledge that the tuition agreement is part of the enrollment contract. By signing this document, I agree to the payment schedule above and the enrollment policy of CCNY-CPS Website.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**CPS Cancellation/ Refund Policy:**

- A \$25 non-refundable registration fee is included in the overall cost of the program.
- Students may cancel up to (5) business days before the class begins and receive a full refund minus the \$25 registration fee.
- Cancellations occurring after (5) days prior to the first day of class will not be eligible for a refund.

**Please be advised of our refund policy:**

- No refund will be issued if you withdraw (4) days or less before the start date of class.
- Receive full refund minus the \$25 deposit if you withdraw more than (5) days prior to the start of class.

**Registration:**

- Registration is complete when the registration form and 50% of tuition are received.
- Payment Plan Agreement is complete when the registration form, payment agreement and 50% deposit are received.
- Money Orders or Bank Checks are accepted.
- Payment Plan balance is due before the first class.
- Cash and personal checks ARE NOT ACCEPTED!

For more information, visit our website at <http://www.cuny.edu/cps/policies.cfm>