



## Partial Payment Agreement Continuing Education Programs

STUDENT INFORMATION	
Name:	S.S. #:
E-mail:	Telephone:

COURSE INFORMATION	
Course Name:	
Start Date:	End Date:

PAYMENT TERMS	
Course Tuition:	
Discount:	
Administrative Fee:	\$25.00
Late Registration (\$10.00):	
<b>Sub-total:</b>	
Down Payment:	

Payment Due Dates	
1st Payment	
2nd Payment	
3rd Payment	
4 <sup>th</sup> Payment	

<b>Total Amount Due:</b>	
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**STUDENT ACKNOWLEDGEMENT**

I, \_\_\_\_\_ (print name), am registering for the above-named course, and I am committed to completing the course successfully. I am hereby requesting the option of making a partial payment of ( \_\_\_\_\_ %) in the amount of \$ \_\_\_\_\_ to begin the course.

I understand that the amount of \$ \_\_\_\_\_ owed under this Partial Payment Agreement will be paid in installments of \$ \_\_\_\_\_ made every thirty (30) days. The first payment(s) will be due as specified on page 1. If I do not pay the next scheduled payment and/or the final amount by the specified due date(s) I understand that I will not be allowed to continue with my training, and that I will not receive a certificate of completion until the payment is made in full. I also understand that I will pay a **late fee of \$50.00** and an **additional \$25.00** for each missed partial payment installment(s). If BMCC Continuing Education receives any subsequent installment(s) payment more than fifteen (15) days after its due date, then an **additional late payment charge of \$50.00** will be applied toward the next installment payment.

I acknowledge that my **final payment** can only be made with **money order, credit or debit card**. I also acknowledge that under this partial payment agreement, **I am not** entitled to receive a refund after the second-class session. **(For more information on our refund policy, refer to Attachment A of this agreement).**

I also understand that if my credit or debit card payment is declined, I will be held responsible for the full amount of the tuition payment. I will also be responsible to pay the remaining balance due, whether or not I complete the course, including any, and all collection processing fees.

**\*IF FOR ANY REASON THIS PARTIAL PAYMENT AGREEMENT IS AMENDED BETWEEN THE EXECUTED DATE AND THE TIME OF COMPLETION OF THE PROGRAM/COURSE, THE REVISED AGREEMENT WILL SUPERSEDE ALL PRIOR AGREEMENT.**

By signing this agreement, I agree to adhere to this policy, and I clearly understand all terms stated herein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Program Manager/Bursars Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ATTACHMENT A  
REFUND POLICY**

**I. REFUND & DEADLINES POLICY:**

Refunds are computed as of the date the Bursars are notified of the withdrawal. The date of the request will determine the tuition liability for the course. Absenteeism in a course does not constitute an official withdrawal. Students will be held responsible for payment of all tuition and fees until an official withdrawal is presented to the Bursars in accordance with the following conditions:

1. Each program and/or course may have unique attendance and academic policies that, if not adhered to, will result in dismissal with no tuition refund.
2. Students unable to attend the courses they have registered for must inform the Continuing Education department in writing that they wish to withdraw. Failure to complete the course DOES NOT entitle the student to a tuition refund.
3. Failure to attend a class or dismissal from class due to lateness does not entitle a student to a refund. A student is still liable for a full payment of the course.
4. No refunds or credits will be issued on the day of first class for classes that meet for only 1 to 2 days and/or four sessions or fewer. Refunds are processed in the order they are received and may take up to 4 to 6 weeks to be processed.
5. Tuition courses purchased by credit/debit card account will be refunded to the same credit card account number.
6. A nonrefundable penalty of **\$25.00** will apply toward each late payment and **\$10.00** for stop-payment (subject to change without notice).
7. A nonrefundable penalty of **\$10.00** will apply toward each late registration for a tuition course (subject to change without notice)

**II. PROCEDURE:**

1. Withdrawal or refund requests cannot be made by telephone, or through the instructor. All refund requests must be submitted in writing. E-mail is acceptable.
2. Refunds are granted if your written request to withdraw is received by our Bursar office as per the schedule listed below.
3. Requests sent by mail will be considered by the date they are postmarked.
4. Registration fee is non-refundable.
5. Material fees are not refundable unless a request is made two days before class starts.
6. Refunds will be made to the credit card or by check only to the payer of record. There will be no cash refunds.
7. Refunds for online courses are governed by specific rules associated with each provider. Online Certificate programs offer no refunds after the individual starts using the course resources.
8. **After the Second-Class Session, No Refunds or Credits will be granted**

**For classes meeting 5 sessions or more, the following applies:**

If student withdraws:	Student will receive:
<ul style="list-style-type: none"> <li>• Up to 2 business days before the first class session</li> </ul>	<ul style="list-style-type: none"> <li>• 100% tuition refund or 100% tuition credit letter</li> </ul>
<ul style="list-style-type: none"> <li>• Before the second class session</li> </ul>	<ul style="list-style-type: none"> <li>• 50% tuition refund or 100% tuition credit letter</li> </ul>
<ul style="list-style-type: none"> <li>• After the second class session</li> </ul>	<ul style="list-style-type: none"> <li>• No tuition refund</li> </ul>

Initial \_\_\_\_\_