

**Partial Payment Agreement For
Information Technology Bootcamp Courses
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):	
Sub-total:	
Down Payment:	

Payment Due Dates	
1st Payment	
2nd Payment	
3rd Payment	
4 th Payment	

Total Amount Due:	
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***** Payment of ALL tuition MUST be completed PRIOR to the start of each class.**

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 \$ _____ prior to the start of the class.

I understand that the amount owed under this Partial Payment Agreement in the amount of \$ _____ will be paid in equal installments with the final payment being made on _____ (before the start of the class).

The first payment will be due on (_____). 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 start my training, on the scheduled start date and might be deferred until the next start date of the said course.

I acknowledge that my final payment can only be made with **money order, credit card, debit card or certified bank check**. I acknowledge that under this partial payment agreement, if for any reason I cannot attend the class, I must notify BMCC Continuing Education at least three (3) days in advance of my inability to attend. If such notice is not received, BMCC Continuing Education have the right to withhold 20% of the requested refund amount from the payment made. I also understand that 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 check/credit card payment is returned/declined due to insufficient funds, I will be held responsible for the full amount of the tuition payment, in addition to a **\$30.00** processing fee, together with any other fees incurred for this transaction.

***IF FOR ANY REASON THIS PARTIAL PAYMENT AGREEMENT IS AMENDED BETWEEN THE EXECUTED DATE AND MAKING STALLED PAYMENTS, 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"> • Up to 2 business days before the first class session 	<ul style="list-style-type: none"> • 100% tuition refund or 100% tuition credit letter
<ul style="list-style-type: none"> • Before the second class session 	<ul style="list-style-type: none"> • 50% tuition refund or 100% tuition credit letter
<ul style="list-style-type: none"> • After the second class session 	<ul style="list-style-type: none"> • No tuition refund

Initial _____