



Office of Professional and Continuing Education Financial Assistance Pre-Payment Program

Date: _____

STUDENT INFORMATION

Applicant Name: (Print) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

COURSE/PROGRAM INFORMATION

Name: _____ Course ID#: _____

Start Date of Course: _____ Tuition: (minimum \$500) _____

Deposit: (minimum 10% of tuition) _____

Cash _____ Check _____ Money Order _____

Balance Due: _____ Due Date: _____

Invoice: Monthly Semi-Monthly Bi-Weekly Invoice Start Date: _____

TERMS

- **Tuition must be paid in full at least 14 days prior to class start date. No tuition payments will be refunded less than 14 days prior to course/program start date.**
- If class is not held for any reason, all funds will be returned or applied to a future class.
- If registration is cancelled (14 or more days) prior to the course start date, tuition will be refunded minus a \$50 cancellation processing fee.
- If registration is cancelled (0-13 days) prior to the course start date, or student is a *no show*, tuition will not be refunded and may only be transferred to another student or applied to a future class at the discretion of the Program Developer or Director (minus \$50 cancellation processing fee).
- Students must pay for books/supplies/fees in full, directly to the bookstore or vendor. OPCE will not finance books/materials/fees or any other expense related to class.

I understand and agree to the terms of the OPCE Tuition Pre-Payment Plan.

Name of Applicant/Student

Date

OPCE Representative

Date