

**Agreement for Payment Plan of Enrollment and Tuition Fees for Resident and Non-Resident (out of state) students**

This form is used to acknowledge that the student listed below owes **TUITION/ENROLLMENT FEES** in the amount noted and promises to pay in accordance to the payment plan. If any default occurs, grades, transcripts, and any other student records and/or services will be on hold until this Promissory Note is completely satisfied. Furthermore, by signing this contract, the student acknowledges that failure to satisfy the payment terms may result in the assignment of any unpaid balance to the State Chancellor's Office Tax Offset Program (COTOP). Please refer to the college website for information and potential costs associated with this remedy.

<b>Instructions</b>		<ul style="list-style-type: none"> <li>Please print or type and ensure all information is provided as omissions can delay processing.</li> <li>You may bring this form directly to the Business Office, College Services Building or contact the college business office at 818-719-6423.</li> <li><b>DEADLINE FOR PROCESSING : 3 working days – Applications submitted to the Business Office without the required 3 working days may not be processed in sufficient time to prevent dis-enrollment.</b></li> </ul>			
1.	<b>STUDENT</b>	Last Name	First Name	MI	Identification Number (Student ID )
		If additional information is needed to process your request, how can we reach you? →	Day Telephone Number (Optional)	E-Mail Address (Required)	
2.	<b>MAILING ADDRESS</b>	Street			Apt.
		City		State	Zip code
3.	<b>PAYMENT PLAN</b>	<p>I acknowledge that I owe tuition / enrollment fees in the amount of \$_____ and I have agreed to pay the amount I owe in three EQUAL payments as follows:</p> <ul style="list-style-type: none"> <li><b>First installment due date: <u>Upon/prior to signing this note</u> Amount \$ _____</b>  <b>Applications submitted that do not have the required first installment already paid will not be processed.</b></li> <li><b>Second installment due date: 11:30 PM PDT/PST _9/11/2017 Amount \$ _____</b></li> <li><b>Last installment due date: 11:30 PM PDT/PST _10/11/2017 Amount \$ _____</b></li> </ul> <p>Cash Payments are accepted at the college business office and must be on or before the due date of the installment. Credit Card and personal check payments may only be done online and must be on or before the due date of the installment. Please refer to the college website for consequences of missed installment payments.</p>			
4.	<b>STUDENT SIGNATURE</b>	DATE: _____			
<b>BUSINESS OFFICE USE ONLY</b>					
	<b>FIRST INSTALLMENT PAYMENT METHOD</b>	<b>CASH/CASHER</b>	<b>DATE:</b>	<b>CREDIT CARD</b>	<b>DATE:</b>
		<b>CHECK/MONEY ORDER</b>			
		<b>CHECK/ACH</b>	<b>DATE:</b>		
A.	<b>PAYMENT PLAN AUTHORIZED BY:</b>				
	_____		_____		
	VP OF ADMINISTRATION SERVICES		DATE		
B.	<b>PAYMENT PLAN PROCESSED BY:</b>				
	_____		_____		
	BUSINESS OFFICE		DATE		