



Installment Agreement Request

Eligibility

EPP allows students in good financial standing to pay for required student tuition and fees in installments using a payment plan.

The payment plan is not a loan, and there are no interest charges. However, there is a non-refundable administrative fee of \$50 each term, and students who miss the payment dates for their payment plan will be subject to a \$75 late payment fee and may jeopardize their eligibility to participate in future payment plans. Participants must enroll each term; there is no automatic re-enrollment or rollover from one term to the next.

The payment plan provides a convenient means for paying tuition and fees through regularly scheduled payments. EPP expects that students will make payments for all charges by the payment due date each term.

Enrollment Dates

To pay in installments, students must sign an agreement for a payment plan during the enrollment window specified below:

- Opens: On the registration date of the term, you are signing up for
- Closes: On the last day of the add/drop period for the term.

Repayment Terms

EPP installment payment plans are specific to an individual term. Students must sign up for payment plans by the end of the add/drop period each term. * See your payment plan for details.

Amount Financed

Charges included in Payment Plans are based on the terms for or during which they are incurred, including tuition and fees charges incurred on the student's account. Students can review their monthly account statements that reflect all activity during the month and the current month's ending balance on the account online.

Changes to Amount financed

The amount of future installment plan payments will automatically decrease if the student's EPP account is reduced due to changes in registration, financial assistance (Grants), or additional payments.



Failure to pay

Late fees of \$75.00 will be assessed on any installments 5 calendar days or more past due. All accounts must be paid in full by the end of that term's plan. Any amount remaining unpaid at the end of a semester will be billed in full and must be paid in full immediately.

Past due amounts will prevent a student from registering for the next quarter, continuing in the Payment Plans for subsequent quarters, or from receiving diplomas.

Default

Students must pay the balance of the account in full if the monthly payments become past due. The Hold on your account will remain until all past due balances are brought current.

Questions

If you have any questions or concerns, please contact your Program Advisor.



INSTRUCTIONS:

Please complete steps 1 & 2. Once complete, email this document to nvang@sccoe.org. Once received and your administrative fee (non-refundable) has been processed, you will be added to the courses.

STEP 1- Complete the information below.

Date:	Student Name:
Student ID:	Address:
Program:	City, State, Zip:
Phone:	Email:

STEP 2: Please initial next to each payment to confirm your agreement with the schedule.

Your initials indicate your acknowledgment of the due date and amount for each installment.

Course Information:

Course Name	Course Cost
Deposit (Non-refundable)	\$500
EDA 631 – Visionary Leadership	\$1,250
EDA 632 – Professional Learning	\$1,250
EDA 633 – Instructional Leadership	\$1,250
EDA 634 – Management, Learning Environment and Ethics	\$1,250
EDA 635 – Facilitating Teacher Growth	\$1,250
EDA 636 – Education, Policy, Systems & Community Leadership	\$1,250
Total Tuition:	\$8,000

*The \$500 deposit is required at the time of enrollment and is not included in the installment schedule.



Payment Plan Schedule:

Due Dates	Amount Due	Please Initial Each Box
Administrative Fee	\$50	
May 12, 2025	\$750	
June 1, 2025	\$750	
July 1, 2025	\$750	
August 1, 2025	\$750	
September 1, 2025	\$750	
October 1, 2025	\$750	
November 1, 2025	\$750	
December 1, 2025	\$750	
January 1, 2026	\$750	
February 1, 2026	\$750	
Total Due	\$7,550	

Acknowledgment Statement

By typing your name and signing below, you confirm that:

- You have **read and understood** the entire Installment Agreement Policy.
- You agree to comply with all terms and conditions stated above.

Student Name (Print): _____

Signature: _____

Date: _____