TUITION PAYMENT PLAN APPLICATION POLICIES AND GUIDELINES

The Center for Professional Education (CPE) offers a tuition payment plan option to students in most in-person, cohort style certificate programs as an alternative to paying your tuition in full at the start of each term.

The plan splits your tuition into convenient monthly payments, with no interest charged. By budgeting ahead for the upcoming term’s tuition you can begin your course without having to wait. Please note, books not included in the tuition must be purchased by the student from the publisher or bookstore.

There is a non-refundable one-time application fee of $125.00 due at the time of enrollment in addition to a down payment. Participants must read and sign the Promissory Note Application as a confirmation that you have understood the refund policy before enrolling in any program.

TERMS AND CONDITIONS

- Tuition Payment Plan enrollment requires an upfront fee of $125.00 plus a down payment. Please contact a Program Coordinator Today for details.
- Arrangements to pay by check may be established by contacting the Program Coordinator or CPE Registrar. All checks are payable to The University of Texas at Austin.
- CPE requires a credit card on file with recurring payment date(s) even if paying by check. Please note: CPE is not responsible for contacting the student when processing payment on the due date established.
- Low Payment, Late Payment or Payment extensions will result in a $65.00 late fee per occurrence.
- Failure to make your required payment plus any assessed fees on the due date established will result in a Drop from the course. Students will be required to re-enroll in the program once this has occurred.
- The student understands payment terms and agrees to payments as stated in the Promissory Note Application.
- The student account must be paid in full prior to the last day of the program in order to receive a certificate and earn any continuing education hours.
- It is the participant’s responsibility to monitor their accounts and installment amounts.

PLAN BASICS

- Participants must be registered and have accounts in good standing. Students may view their statements any time by logging into their student portal.
- Upon enrollment, all CPE correspondence (including confirmations of enrollment) is sent to the student’s email address on file.
- Most online courses are excluded from the Payment Plan option. Please contact the Program Coordinator or Registrar for eligible programs.
- The Center for Professional Education (CPE) reserves the right to drop unpaid registrations at any time without prior notice.

HOW TO ENROLL IN THE PROMISSORY NOTE

STEP 1. Review the Tuition Payment Plan Policies and Guidelines
STEP 2. Complete the CPE Registration Form to include with your Promissory Note Application
STEP 3. Complete the application form and fax to 512-232-6126 or email to cpe@austin.utexas.edu

You may contact the CPE Admin Office at 512-232-6520 or 1-800-687-7345 to verify receipt of your application.

Mailing Address:
Center for Professional Education
Attn: CPE Administration Office
P.O. Box 7518
Austin, TX 78713
TUITION PAYMENT PLAN APPLICATION

I, ___________________________, hereby agree to pay the full course tuition of __________ plus a $125.00 deferment fee for the following CPE program: ________________________________

I understand that the below down payment plus a deferment fee is due at time of registration with a completed CPE Registration Form. If each below payment is not received by the due date, I understand that I will be dropped from the program. In the event that I request a payment extension, I understand that a late fee of $65.00 will be assessed. I also acknowledge that I have read and understood the CPE Policies and Guidelines when using a Promissory Note.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student EID:</th>
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<tbody>
<tr>
<td>Employer:</td>
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<tr>
<td>Mailing Address:</td>
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<td>City, State, Zip:</td>
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<tr>
<td>Email:</td>
<td>Phone:</td>
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<tr>
<td>Program Name:</td>
<td>Section #:</td>
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<table>
<thead>
<tr>
<th>Total Amount: Due:</th>
<th>Down Payment with PN Fee: Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment #2: Due Date:</td>
<td></td>
</tr>
<tr>
<td>Payment #3: Due Date:</td>
<td></td>
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</tbody>
</table>

PAYMENT INFORMATION

Enclosed is a check for: ____________________________

Please make check payable to: The University of Texas at Austin

Method of Payment: MasterCard Visa Discover AMEX

Credit Card Number: ____________________________

Cardholder’s name as it appears on the card: ____________________________

Zip code to which the cc statement is mailed: ____________________________

Expiration Date: ____________________________ CVV: ____________

Please read before signing: CPE will process payment(s) as indicated above. CPE is not responsible for contacting the participant before processing payment. If there is a financial hold on the student’s account, a certificate will not be awarded to the student. Please note, if a credit card is declined or a check is returned for NSF, the student will be responsible for a $25.00 fee each time the card is declined or the check is returned. Other late fees will also be assessed.

Participant Signature: ____________________________ Date ____________________________

Department Approval: ____________________________ Date ____________________________

Center for Professional Education
The University of Texas at Austin
Development Office Building (DEV)
2901 North I-35, 3.228 Austin, TX 78722

Please fax completed Promissory Note to the CPE Admin Office at 512-232-6126.
You may contact the CPE Administration Office at 512-232-6520 or 1-800-687-7345
Mailing Address: Center for Professional Education, Attn: CPE Admin Office, P.O. Box 7518, Austin, TX 78713

Rev 01-21-2016