

# Tuition Payment Plan Policies and Guidelines

The Center for Professional Education (CPE) offers a tuition payment plan for most cohort style certificate programs as an alternative to paying tuition in full at the start of each term. The standard plan splits student tuition into three payments. Shorter programs split tuition into 2 equal payments. Often, the payments occur monthly, but students are welcome to contact [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) to request alternate payment intervals. Please note, books not included in the tuition must be purchased by the student. Students who wish to use the Tuition Payment Plan must read and sign the application below confirming that the Terms and Conditions of the plan and [CPE Policies and Procedures](#) have been understood and agreed to before enrolling in any certificate program.

## Terms and Conditions

- Tuition Payment Plan enrollment requires an initial payment of a \$125 non-refundable payment plan administrative fee plus 35% of the program fee. The second payment will be for half of the remaining balance and the final payment will be for the remaining amount due.
- The second and final payment installments are due at the agreed upon dates listed on the application form (shorter programs do not qualify for a 3rd payment). Often, the payments are scheduled to 30 and 60 days after the initial payment, but students are welcome to contact [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) to request alternate payment intervals.
- Arrangements to pay by check may be established by contacting the CPE Registrar. Please make all checks 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.
- Underpayment, late payments or payment extensions will result in a \$65 fee per occurrence. A \$25 fee will be assessed each time a card is declined or a check is returned.
- Failure to make your required payment plus any assessed fees on the due date established will result in the student being dropped from the course. Students will be required to re-enroll in the program once this has occurred.
- The student is responsible for the full cost of the registration and fees should a request to withdraw be made. Refunds will not be granted on cancellations.
- The student understands payment terms and agrees to payments as stated in the Tuition Payment Plan 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 student's responsibility to monitor their accounts and installment amounts.

## Plan Basics

- Students must be registered and have accounts in good standing.
- Upon enrollment, all CPE correspondence (including confirmation of enrollment) is sent to the student's email address on file.
- Most online courses are excluded from the Payment Plan option. Please contact an enrollment coordinator or the CPE Registrar for eligible programs.
- CPE reserves the right to drop unpaid registrations at any time without prior notice.
- Students may check their remaining balance by contacting the CPE Registrar at 512-232-6520.

## How to Establish a Tuition Payment Plan

- Review the Tuition Payment Plan Terms and Conditions and the CPE Policies and Procedures.
- Register online by adding the course to your cart and select Check as the payment method.
- In the comments section, please indicate that you have sent your Tuition Payment Plan to the CPE Registrar.
- Email your Tuition Payment Plan to [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu). You may also fax a completed application to 512-471-2905. If you are unable to register online, please complete the [CPE Registration Form](#) to include with your Tuition Plan application. You may contact the CPE Registrar at 512-232-6520 to verify receipt of your application.

# Online Paralegal Certificate Program Tuition Payment Plan Application

Complete the fields below and then submit the form using the information below.

## Student Information – Print or Type

<b>Name:</b>			
Last	First	M.I.	
<b>Address:</b>			
Street		Apt. #	
City		State	ZIP
<b>Email:</b>			
<b>Phone:</b>			

## Payment

<b>Credit Card:</b>	AMEX	Discover	MasterCard	Visa
Name on Card				
Credit Card Number				
Expiration Date				
<b>Check/Money Order:</b>	Payable to The University of Texas at Austin.			

## Payment Schedule

Payment #	Due Date	Amount
Payment #1 (\$125 + 35% Program Fee)		\$1,978.25
Payment #2 (30 days after initial payment)		\$
Payment #3 (60 days after initial payment)		\$
<b>Total Amount Due ▶</b>		<b>\$</b>
<b>Course Start Date ▶</b>		

**Please read before signing:** The Center for Professional Education (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 or the student's account is in arrears, 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 fee each time the card is declined or the check is returned. Other late fees will also be assessed.

## Authorized Signatures

I, \_\_\_\_\_, hereby agree to the terms listed in this document and agree to pay the full course tuition of my registration plus a non-refundable **\$125 administrative fee** for my enrollment. I understand that the down payment and administrative fee are due at time of registration along with a completed registration form. If each above 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 **fee of \$65** will be assessed. I also acknowledge that I have read and understood the CPE Policies and Procedures and the Tuition Payment Plan Terms and Conditions.

**For refunds, transfers, and withdrawals - Policy Code C:** We are unable to provide any refunds once enrolled or provide a credit on file. If you are not able to take an online course, you may transfer your registration to another person within the first 48 hours of receiving course access information, and provided you have not already accessed the online course materials. If you are unable to complete your course before the deadline, some courses in this category are eligible for an extension, with a fee. The fee must be paid at the time of the request and varies by program. Some courses may have a limit on the number of extensions allowed. Please contact us at [cpe@austin.utexas.edu](mailto:cpe@austin.utexas.edu) for course extension details.

**Student's Signature (Required):**

**Date:**

**Department Approval (Required):**

**Date:**

## Contact & Submission Information

<b>Email:</b> Scan and send as an email to <a href="mailto:cpe@austin.utexas.edu">cpe@austin.utexas.edu</a> .	<b>Phone:</b> (512) 232-6520	<b>Fax:</b> (512) 471-2905	<b>Web:</b> <a href="http://professionaled.utexas.edu">professionaled.utexas.edu</a>
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