TUITION PAYMENT PLAN POLICIES AND GUIDELINES

The Center for Professional Education (CPE) offers a tuition payment plan for most in-person, cohort style certificate programs as an alternative to paying tuition in full at the start of each term. The plan splits student tuition into three consecutive monthly payments, with no interest charged. 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 $125 plus 30% 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.
- 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.
- 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.
- The Center for Professional Education 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

**STEP 1.** Review the Tuition Payment Plan Terms and Conditions and the CPE Policies and Procedures

**STEP 2.** Register online by adding the course to your cart and select Check as the payment method

**STEP 3.** In the comments section, please indicate that you have sent your Tuition Payment Plan to the CPE Registrar

**STEP 4.** Email your Tuition Payment Plan to 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.

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

I, ___________________________, hereby agree to pay the full course tuition of ______________ plus a $125 administrative fee for the following CPE program: ___________________________. I understand that the down payment and administrative fee are due at time of registration along with a completed 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 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.

STUDENT INFORMATION

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<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Student Name</td>
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<tr>
<td>Employer</td>
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<tr>
<td>Mailing Address</td>
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<td>Total Amount Due</td>
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<td>Initial payment (plus admin fee)</td>
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<td>Due Date #1</td>
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<td>Payment #1</td>
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<td>Payment #3</td>
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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: ______________

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 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.

Student Signature: ____________________________________________ Date: ______________________$

I agree to the terms listed above.

Department Approval: __________________________________________ Date: ______________________$

Please fax completed Tuition Payment Plan Application to the CPE Registrar at 512-471-2905. You may contact the CPE Registrar’s Office at 512-232-6520.