

COURSE PAYMENT PLAN

TERMS OF AGREEMENT

- Correspondence application, Course Payment Plan form, and initial payment must be received by the Correspondence Office at the time of registration.
- The Course Payment Plan includes only charges for Correspondence course tuition and a nonrefundable enrollment fee. Be advised that other course or program fees may apply.
- The Course Payment Plan applies only to course tuition of three or more units.
- One-half (1/2) of the course tuition and a nonrefundable enrollment fee of \$50 are due at the time of registration.
- The balance must be paid within 30 days of the date of registration. You may supply the Correspondence Office with a credit card number to charge the remaining balance on the 30th day as indicated Payment Plan form. Otherwise, you must pay by cash or money order by the due date. Checks will not be accepted for payment of tuition and/or fees under the Course Payment Plan.
- You will receive an invoice and a copy of this payment plan at the time of registration. This information will be mailed to you along with your course materials if you are not registering in person. No other notice will be sent out by the Correspondence Office.
- To obtain a partial refund, you must officially drop a course with the Correspondence Office within 30 days of the date of registration, and not have completed any assignments or taken any exams. You may withdraw from the course at any time after the 30 days has passed, but you will not be entitled to a refund.
- If the balance is not paid by the due date, you will be withdrawn from the course immediately. You will not be entitled to a refund.
- You may not complete a course or take the final exam within 30 days of the date of registration.
- A facsimile or photocopy of this form is considered the legal equivalent of an original.
- By signing this form you agree to the following: (1) I acknowledge that I have read the Terms of Agreement; (2) I agree to pay my tuition and registration fees within 30 days, as described in the Terms of Agreement; (3) I understand that by providing the Correspondence Office with my credit card number, the balance due will be charged on the 30th day from the date of registration.

Student's signature _____ Date _____

Parent or legal guardian's signature required if student is under 18 years of age

Parent Name (print) _____ Signature _____

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TO BE FILLED OUT BY STUDENT - PLEASE PRINT CLEARLY

Payment Information:

Visa [] MasterCard [] American Express [] Cash [] Money Order []

Credit Card Number with Expiration Date _____

Authorized Signature _____

Credit Card to charge the balance on the due date:

Visa [] MasterCard [] American Express [] Cash [] Money Order []

Credit Card Number with Expiration Date _____

Authorized Signature _____

Send pages 1 and 2 of the Course Payment Plan form along with payment and the UA Correspondence application as indicated below. Contact the Correspondence Office if you are uncertain of the fees.

By mail:

UA Correspondence, Outreach College, P O Box 210158, Tucson, AZ 85721-0158

In person:

888 N. Euclid, Room 323, Tucson

By fax:

(520) 626-5667

By e-mail:

corr@email.arizona.edu

TO BE FILLED OUT BY UA CORRESPONDENCE OFFICE

Tuition payment received: _____

Enrollment fee received: _____

Other fees (if applicable): _____

Total paid: _____

Balance due: _____ on or by: _____