

# The Seattle School

OF THEOLOGY & PSYCHOLOGY

## Tuition Payment Plan

The Tuition Payment Plan allows you to pay your tuition in installments each month of the term. Each term will consist of 3 payments. To take advantage of the Payment Plan, **complete this form and return it with your first payment to the Student Financial Services Office by the first Friday of the trimester. There is a \$50 service fee added to the first payment for the plan.** All subsequent payments are due by the 25th of each month. Payments made after the due date will be assessed a late fee for each late payment. The first payment must be made by the due date to qualify for the plan.

**Payment Plan conditions:**

- A \$50 service fee is charged.
- A new Tuition Payment Plan must be submitted each term.
- Eligibility will be rescinded and registration put on hold if tuition is owed for previous terms.
- Most forms of payment are accepted including credit and debit cards.
- A \$25 fee will be charged for any checks returned from the bank for insufficient funds.
- First payment is due with this form submission

**Mail or drop off this form with first payment to:**

The Seattle School of Theology & Psychology  
 Student Financial Services Office  
 2501 Elliott Ave · Seattle, WA 98121  
 (206) 876-6117 · LAvila@theseattleschool.edu

\_\_\_\_\_

Student Name

\_\_\_\_\_

Credits registered / Term

I, the undersigned, fully understand and agree to the terms and conditions of the Tuition Payment Plan. I have enclosed a check for the first installment amount as calculated. I also understand that the first installment of the term will include payment for a service fee of \$50 and the final installment will include any additional charges resulting from registration changes, late fees, etc. Withdrawal and refund policies will apply as described in the student catalog.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

Total Tuition Due	1 <sup>st</sup> Payment + \$50. Fee	2 <sup>nd</sup> Payment	3 <sup>rd</sup> Payment
\$	\$	\$	\$
	<i>Due by 25th of the 1st month</i>	<i>Due by 25th of the 2nd month</i>	<i>Due by 25th of the 3rd month</i>