

**PIEDMONT TECHNICAL COLLEGE**  
**CONTINUING EDUCATION**  
**APPLICATION FOR INSTALLMENT PAYMENT PLAN**

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For value received, the undersigned (hereinafter "Student") agrees and promises to pay **Piedmont Technical College** (hereinafter "College"), the sum stated on or before the scheduled date.

This Installment Payment Plan is executed for the principal purpose of payment of Continuing Education tuition in which the tuition is not less than One Hundred Dollars (\$100.00) or greater than Two Thousand Dollars (\$2,000.00). In order to enter this agreement with the College, the Student does certify and attest that the following statements are true by placing their initials by each of the following statements.

1. That the student is at least Eighteen (18) years of age or older. \_\_\_\_\_  
OR  
The Student's responsible parent or guardian is completing this Installment Payment Plan on their behalf and accepts full personal liability for this debt. \_\_\_\_\_
2. That the student has no debt or financial liability to the College from a previous term. \_\_\_\_\_
3. Student is ineligible to enter this Installment Payment Plan if they have defaulted on a previous debt with the College. \_\_\_\_\_
4. In consideration of the making and execution of this Installment Payment Plan, The Student agrees to pay a nonrefundable processing fee of Twenty-five Dollars (\$25.00) to the College.  
\_\_\_\_\_
5. The plan covers Continuing Education tuition fees only. To initiate the plan, a student must pay Fifty Percent (50%) of the tuition fee and the nonrefundable processing fee. \_\_\_\_\_
6. The remaining balance must be paid by the date established by the College. If the balance is not paid, an additional late fee of Fifty Dollars (\$50.00) will be charged. \_\_\_\_\_
7. The full amount owed on the payment plan must be paid whether the student completes the course or not. \_\_\_\_\_
8. Students with delinquent payments will not be eligible to register for other credit or continuing education classes. \_\_\_\_\_

The College will establish the date for the repayment of this Installment Payment Plan. Any student not meeting their established payment date will not be reinstated in any course until the College receives full payment of the Installment Payment Plan debt. Such payment dates may accompany this Installment Payment Plan and are hereby incorporated and made a part of this agreement.

If there is a default in payment of any of the sums in this said Installment Payment Plan, or in the performance of any agreements contained herein, then, at the option of the College, the principal sum then remaining unpaid shall immediately become due and collectible, without notice, time being of the essence of this agreement. In the event of default, the College will pursue any and all available options to collect this debt. Student agrees to pay reasonable attorney fees and expenses in the enforcement of this Installment Payment Plan prior or subsequent to judgment, whether suit be brought or not if, after maturity of this Installment Payment Plan or default, counsel shall be employed to collect this debt. Such collection may include, but not limited to, requesting the South Carolina Department of Revenue pursue collection under the Setoff Debt Collection Act in accordance with 12-56-10 *et seq.* S.C. Code Ann. (1976, amended).

Indebtedness evidenced by this Installment Payment Plan may be prepaid in whole or in part at any time without penalty. This contract creates a legal obligation and is binding on the Student, even if the Student should not complete their coursework, withdraw, or drop their academic efforts at the College.

Course Prefix: \_\_\_\_\_

Course Name: \_\_\_\_\_

CRN#: \_\_\_\_\_

Course Beginning Date: \_\_\_\_\_ Course Ending Date: \_\_\_\_\_ Course Term: \_\_\_\_\_

The Student and College agree that the principal sum of this Installment Payment Plan is derived from the following itemization:

		<u>Agent for College</u>	<u>Student</u> (initial below)
Tuition	\$ _____	_____	_____
Books	\$ _____	_____	_____
Background Fees	\$ _____	_____	_____
Processing Fee	\$ <u>25.00</u>	_____	_____
Total	\$ _____	_____	_____
Payment	\$ _____ ( 50% of total balance) or \$ determined by program manager	_____	_____
Balance Due	\$ _____	_____	_____
Date Due:	_____	_____	_____

Card Type: (Circle one)    Visa    Master Card    Discover                      Circle One: Debt    Credit

Card#: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Student validates that the all information is true and correct at the time of signing. Should any contract information change during the period of the agreement, then the Student agrees to notify the College within Forty-eight (48) hours of said change.

\_\_\_\_\_  
Student Last Name                      First Name                      Middle Name

\_\_\_\_\_  
Address    City                      State      Zip

\_\_\_\_\_  
Home Telephone                      Cell Telephone                      Alternate Telephone

\_\_\_\_\_  
Email Account

\_\_\_\_\_  
PTC ID# or SSN

Please list contact information for one relative/friend and one other reference:

\_\_\_\_\_  
Relative/friend Name

\_\_\_\_\_  
Address    City                      State      Zip

\_\_\_\_\_  
Telephone    Telephone

\_\_\_\_\_  
Reference Name

\_\_\_\_\_  
Address    City                      State      Zip

**I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INSTALLMENT PAYMENT PLAN. I AGREE TO THE TERMS AND CONDITIONS THAT APPLY AND CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.**

\_\_\_\_\_  
Student Signature    Date

\_\_\_\_\_  
Piedmont Technical College Approval    Date