



VCU Office of Continuing and Professional Education

VIRGINIA COMMONWEALTH UNIVERSITY

OCPE Incremental Payment Plan Form

Name

Last	First	Middle
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Permanent mailing address

Street		
City	State	Zip

Email address

I request to pay the registration fees for the VCU Test Prep course using the Incremental Payment Plan. Refer to the course directory at ocpe.vcu.edu for specific course fees.

Telephone number

Home
Work

Schedule for payments:

- One half due at registration
- One half due halfway through the program

Payments can be made by check, made payable to: VCU

Student's employer (if employed)

Agency name
Telephone

Terms of Incremental Payment Plan:

- Invoices will not be provided to the participant.
The participant is responsible for submitting the payments by the deadlines listed above.
- Failure to meet payment deadlines will result in the participant being asked to leave the program; no refunds of payments already submitted will be made.

Course Code	Date(s)

I understand and accept the terms of the Incremental Payment Plan.

Signature: _____ Date: _____

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