



VCU Continuing and Professional Education

Incremental Payment Plan Form - 5 Installments

Name (Check box if change of name)

Last	First	Middle
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Date of birth

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Gender

Female
 Male

Permanent mailing address (Check box if change of address)

Street		
City	State	ZIP

Email address

Telephone number

Home
Work

Employer (if employed)

Agency name
Job Title

Race/ethnicity

- Are you Hispanic or Latino? Yes No
- In addition, select one or more of the following categories to describe yourself:
 - White
 - Black or African American
 - Asian
 - American Indian or Alaska Native
 - Native Hawaiian or Other Pacific Islander

Course Code Date(s)

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I request to pay the \$4,995.00 registration fee for the Paralegal Certificate Program using the Incremental Payment Plan.

Schedule for payments:

- Amount due at registration: \$2,100.00
- Amount due 1 month after program start date: \$723.75
- Amount due 2 months after program start date: \$723.75
- Amount due 3 months after program start date: \$723.75
- Amount due 4 months after program start date: \$723.75

Payments can be made by check payable to VCU, or online with a credit card. Instructions for submitting payment online will be included in your confirmation email once this form is processed.

Terms of Incremental Payment Plan:

- Invoices will not be provided to the student. The student is responsible for submitting the payments by the deadlines listed.
- Failure to make two consecutive payment will result in removal of the student's Canvas course access. Payments must be brought up to date by the deadline listed in the notification email (sent after the second payment is missed), or they will be removed from the program. No refunds will be processed and full program payment will be due.
- Full payment will be due if a student chooses to drop out of the program after the cancellation deadline.

Failure to complete all sections of this form may delay or prevent processing of your request. By completing this form, you are registering for a noncredit event. This registration will be processed upon receipt. Visit VCU CPE at ocpe.vcu.edu for course, registration and general information. All registrants must abide by VCU policies found at vcu.edu. VCU CPE works with a number of internal and external partners and third parties to deliver some of its events and educational offerings. By signing, you consent to the disclosure of your name, address, email and phone number to these partners and third parties, when applicable. To determine if the course you are registering for falls into one of these types of partnerships, please refer to the bottom of the program specific information page.

I understand I am registering for a noncredit event and accept the terms of the Incremental Payment Plan.

Signature: _____ Date: _____

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