



PAYMENT PLAN AGREEMENT

Student Information

First Name:	Last Name:
Address:	City, State, Zip:
Email Address:	Phone #:
Preferred method of contact:	

Course Information

Certificate Name:	Certificate Code:
Course Start:	Course End:
# of Weeks:	

Credit Card Information

Name on Card:	CC#:
Expiration date:	CVV#:

Certificate Cost	
Discount:	
Administrative Fee	25.00
Total Cost	
2 Equal payments of:	-

Payment Plan Terms

_____ I.

First payment (due upon execution of agreement)	-
Second payment due: _____	-
Total Payments	-

Payment Plan Terms

- _____ II. The credit card provided on page 1 of this agreement will be charged on the above date(s) for the amount(s) listed in Section I. If paying by cash, check or money order, payments need to be received on or before the due date. If we do not receive your payment of cash, check or money order by the due date, your credit card will be charged on the following day.
- _____ III. If no payment is received by the due date, and we are unable to charge your card, we will attempt to contact you with the information provided on page 1. If we are unable to contact you to bring your balance current, you will be withdrawn from your class until payment is made.
- _____ IV. Certificates and exam vouchers are withheld until all payments have been made. All unpaid balances are turned over to a collections agency.

Cancellation & Refund Policy

- _____ V. Student will receive a refund of paid registration fees only if UMBC Training Centers receives a notice of cancellation at least 10 business days prior to the class start date for classes or the exam date for exams.

Red Hat Kiosk Exams are non-refundable. They can be rescheduled up to 24 hours prior to the exam session at: www.examslocal.com

<p>By my initials above and my signature below, I verify that I have read, understand, and accept the information, terms, and policies within this document.</p>

Student Signature: _____

Date: _____