

## MONTHLY PAYMENT PLAN REQUEST

Student Name and ID:.....

Program and semester:.....

Signature: .....

Date: .....

- To be eligible for this option, your payments for the previous semester must be on time, and payments under this monthly plan must be on time.
- The first payment must be made by the regular tuition due date.
- A 1 500 CZK administration fee per semester is charged to arrange this payment plan and each instalment carries 1% surcharge per month that the payment is extended.
- A signed payment agreement must be arranged before the regular tuition payment due date. This agreement must be arranged each semester.
- Normal late fees for missing monthly payment deadlines will apply to any late payments. If you do not meet all these conditions, and you are still asking for a payment plan, please explain any circumstances, which could allow us to accept your request.

Tuition due (CZK):

	<i>Date</i>	<i>Amount</i>	<i>Surcharge</i>	<i>Approved Date</i>	<i>Approved Amount</i>
Payment 1					
Payment 2			(1%)		
Payment 3			(2%)		
Payment 4			(3%)		
Payment 5			(4%)		

- If I cannot make these deadlines, I will inform Prague College without delay, and I understand that all late fees can be applied to each payment that is missed.
- I understand that even I decide to defer or withdraw during the semester the tuition needs to be paid in full and all invoices up forward has to be covered.

**Administration Use:**

Signature:.....

Date:.....