

Paralegal Studies Certificate Program Installment Payment Plan Agreement Form

*Required fields

*First Name**

*Last Name**

*Mailing Address**

*City**

*State**

*ZIP**

*Daytime Telephone**

*Email Address**

*Program Start Date**

There is a \$50 non-refundable administrative fee to set up a payment plan. This fee is included in the first payment.

Payment Schedule

1st payment of \$1545 (includes \$50.00 non-refundable administrative fee) is due at time of registration along with the completed registration form.

2nd payment of \$1250 is due one month after program start date. (Due Date: _____)

3rd and final payment of \$1250 is due two months after program start date. (Due Date: _____)

Total: \$4045

Terms of Installment Payment Plan

Payment of the first installment amount is due at the time of registration and is required to confirm your enrollment in the Paralegal Studies certificate program. An enrollment confirmation receipt will be sent to your registered email address and you will be billed for the remaining balance. Payments are due by the schedule of payments listed above.

Payments should be mailed with invoice number to:

Outreach & Engagement
James Madison University
127 W Bruce St, MSC 6906
Harrisonburg, VA 22807

You may also sign in to [your noncredit registration account](#) and make a payment by credit card and/or view balance owed.

You are responsible for paying the remaining balance in full once the cancellation deadline has passed. Failure to pay any installments by agreed upon due dates will result in being dropped from the program and your account may be turned over to collections. No refunds of payments already submitted will be made. No payment extensions are allowed and transfer to another program is not available.

By signing below, you understand and accept the terms of the Installment Payment Plan agreement.

Signature of Registrant*

Date

Phone: 540/568-4253 Email: outreach@jmu.edu
127 W Bruce St, MSC 6906
Harrisonburg, VA 22807