

PARALEGAL STUDIES
INSTALLMENT PAYMENT PLAN AGREEMENT &
REGISTRATION FORM



PARTICIPANT INFORMATION

Name _____
First Name Last Name Preferred Name

Mailing Address _____
Street Apt No. City State Zip

Telephone _____ Email _____
Cell Day

Company Name _____

If you require special accommodations, please contact us no later than 10 business days prior to the program start date.

INSTALLMENT PAYMENT PLAN INFORMATION (Paralegal Studies program only.)

There is a \$50 non-refundable administrative fee to set up a payment plan. This fee is included in the first payment. Discounts cannot be applied to a payment plan. *A \$50 fee will be assessed for any check returned by the bank.

PROGRAM START DATE: _____

Payment Schedule

Amount due at time of registration: \$1545 (includes \$50.00 non-refundable administrative fee)
2nd payment: \$1250 - Due one month after program start date. (Due Date: _____)
Final payment: \$1250 - Due two months after program start date. (Due Date: _____)
Total: \$4045

Terms of Payment Plan

- Participant is responsible for submitting payments per the schedule above. Payments can be made by check payable to JMU, or online with a credit card. Instructions for submitting payment online will be included in your registration confirmation email.
- Failure to pay any installments by 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.
- Participant is responsible for paying the remaining balance in full once the cancellation deadline has passed. No payment extensions are allowed and transfer to another program is not available.

PRIVACY AND NOTIFICATIONS

By registering with JMU Professional & Continuing Education, you consent to the internal, non-public disclosure of your address, telephone number and email addresses to faculty and staff of JMU including any official third parties we work with for the purposes of administering the program. This includes facilitating class communications. You provide this consent with the knowledge that JMU will not further disclose your contact information to anyone outside of JMU and official third parties without your consent.

By signing below, you understand and accept the terms of the Installment Payment Plan agreement and verify you meet the requirements to register in the program.

Signature of Registrant Date

Mail or drop off the completed form with payment to:

JMU Professional & Continuing Education
Attn: Paralegal
127 W. Bruce St, MSC 6906
Harrisonburg, VA 22807