



Term Payment Plan Enrollment Form

Fall 2018

Spring 2019

_____	_____
Student Name	Student ID Number
_____	_____
Applicant Address	Applicant Telephone Number
_____	_____
City, State Zip	Applicant Email Address

Students on the tuition payment plan will be charged over a four month period each semester. To enroll in the payment plan, students must pay a participation fee of \$50 per semester, to be included with your first payment. The total monthly payment is one quarter of the total balance (Tuition, Fees, Health Insurance, Housing, and Library Deposit as applicable) minus any credits (Scholarship, Loans, Grants, and Previous Payments as applicable). The first payment is due on the first day of classes.

Subsequent payments are due on the first of the month, and there will be a grace period of five days to make this payment. If you have not made your payment by the 5th, a late charge of \$25 will be assessed on the 6th of the month and a hold will be placed on your account. If you fail to make two payments you will lose building privileges and will be escorted to the Business Office. You will not be able to attend class until you have made arrangements to pay your balance due.

Please make all checks payable to “San Francisco Conservatory of Music” and mail to:

Attn: Jan Vierra
San Francisco Conservatory of Music
50 Oak Street
San Francisco, CA 94102

If you would like to pay by credit card and be charged automatically each month please fill out the credit card authorization form.

By signing below I agree to make the monthly payments as determined on the attached statement. Payments will not stop unless authorized by the Business Office. Upon default, the balance due for the remainder of the semester shall become due and payable. I further agree to pay all costs of collection and a reasonable attorney’s fee if such action is necessary. I acknowledge that a late fee of \$25 will be charged after the 5th of each month.

_____	_____
Signature	Date

If you have any questions, contact Jan Vierra: (415) 503-6236 or jvierra@sfc.edu