Mason Korea full-time students may pay tuition in installments under the following conditions:

1. Students must submit a “Tuition Installment Plan Application” form.
   - Students should fill out and sign the “Tuition Installment Plan Application” and then submit to the Finance department.
2. Payments shall be paid in two installments. First installment shall be 70% of the tuition and 2nd shall be 30%. A 6% service fee will be assessed to participate in this Tuition Installment Plan.
3. Installment must be paid by the due date written upon the installment plan application.
   - 1st Installment due date is before the 1st day of the semester.
   - 2nd Installment due date is within 30 days after the 1st day of the semester.
4. If the student is unable to pay by the due date, the student will not receive grades for the classes they have registered. Furthermore, a hold may be placed on student’s transcripts until proper payments are made.
5. If the student is unable to complete the installment payment by the end of the semester, the student shall not be able to register for his/her next semester.
6. The signed application must be approved by the Finance department and the Dean of George Mason University Korea.

Please contact the Finance dept. for further inquiry.

Finance dept. : Phone 032-626-5011 / e-mail : mkfinan@gmu.edu

Due dates for 2016 Spring semester

Before the 1st day of semester: 2 / 29 / 2016
30 days after the 1st day of semester: 3 / 29 / 2016
# Tuition Installment Plan Application Form

<table>
<thead>
<tr>
<th>Student Name / G No.</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due Date (MM/DD/YY)</strong></td>
<td><strong>Amount (USD)</strong></td>
</tr>
<tr>
<td>Total Balance Due</td>
<td>Total :</td>
</tr>
<tr>
<td>1st Installment due (70%) before the 1st day of semester (Feb 29)</td>
<td></td>
</tr>
<tr>
<td>2nd Installment due (30%) + Service fee (6% of total balance due) within 30 days after the 1st day of semester (Mar 29)</td>
<td></td>
</tr>
<tr>
<td><strong>Net Payment Amount</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Example:
  - Total USD 10,000 (70% 7,000, 30% 3,000, 6% 600): Net payment amount USD 10,600
  - Total USD 9,000 (70% 6,300, 30% 2,700, 6% 540): Net payment amount USD 9,540

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Student’s Signature : ___________________________ Date : ________________

Finance Manager’s Signature : ______________________ Date : ________________

Dean’s Signature : _____________________________ Date : ________________