



## Tuition Installment Plan

### ➤ Guidance and Promissory Agreement

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. Installment must be paid by the due date written upon the installment plan application.
  - 1<sup>st</sup> Installment due date is before the 1<sup>st</sup> day of the semester.
  - 2<sup>nd</sup> Installment due date is within 30 days after the 1<sup>st</sup> day of the semester.
  - 3<sup>rd</sup> Installment due date is within 60 days after the 1<sup>st</sup> day of the semester.
3. 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.
4. 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.
5. 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](mailto:mkfinan@gmu.edu)

**I fully understand the above guidance and will follow the installment plan as I agreed.**

### Due dates

Before the 1st day of semester: 8 / 25 /2017

30 days after the 1st day of semester: 9 / 24 / 2017

# Tuition Installment Plan Application Form

<b>Student Name / G No.</b>	/	
	<b>Due Date(MM/DD/YY)</b>	<b>Amount (USD)</b>
<b>Total Balance Due</b>		<b>Total :</b>
1 <sup>st</sup> Installment due (70%) before the 1st day of semester (Aug 25)		
2nd Installment due (30%) + Service fee (6% of total balance due) within 30 days after the 1 <sup>st</sup> day of semester(Sep 24)		
<b>Net Payment Amount</b>		

■ 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

**Student's Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_

**Academic Dean's Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_

**CFO's Signature** : \_\_\_\_\_ **Date** : \_\_\_\_\_