



**I-STEPP "PREPAYMENT" AGREEMENT  
International Student Easy Prepayment Plan**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Student ID # \_\_\_\_\_ Email \_\_\_\_\_

**THIS IS A QUARTERLY PREPAYMENT CONTRACT!  
YOU ARE RESPONSIBLE FOR MAKING ALL PAYMENTS AS STIPULATED BELOW.**

**Please read carefully before initialing.**

INITIALS \_\_\_\_\_ \* It is **very important** that you contact Student Financial Services and make your first payment in order to activate your I-STEPP agreement. Your first payment must be at least 1/3 of your account balance. *You may be dropped from your classes if your first payment is not made by your tuition due date.*

INITIALS \_\_\_\_\_ \* It is **very important** that you notify Student Financial Services when you register or make any changes to your schedule. *You may be dropped from your classes if Student Financial Services is not notified.*

INITIALS \_\_\_\_\_ \* The I-STEPP program requires a \$25.00 non-refundable application fee, which automatically applies for the entire quarter.

INITIALS \_\_\_\_\_ \* The first and second payments are due to Student Financial Services by the **first (1<sup>st</sup>)** of every month. If the 1<sup>st</sup> occurs on a holiday or weekend, payment is due the business day *before* the first. **The third payment is due on the first day of the quarter.**

**Please note:** If you have not enrolled in classes when the first (or second) payment is due for each quarter per table below, an estimate will be calculated based on the number of credits in which you plan to enroll and will be modified later as appropriate.

INITIALS \_\_\_\_\_ \* **First payment:** A late fee of \$20.00 may be posted to your account if the first payment is made after the 10<sup>th</sup> of the month.

INITIALS \_\_\_\_\_ \* **Second payment:** A late fee of \$20.00 may be posted to your account if the second payment is not made by the 10<sup>th</sup> of the month.

INITIALS \_\_\_\_\_ \* **Third payment:** You may be dropped from classes if payment is not received prior to the last day of the 100% refund period. **Refunds for previous payments will follow published college policies and deadlines.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Summer Due Dates	Fall Due Dates	Winter Due Dates	Spring Due Dates
May 1	August 1	November 1	February 1
June 1	September 1	December 1	March 1
July * (1 <sup>st</sup> day of Qtr)	September * (1 <sup>st</sup> day of Qtr)	January * (1 <sup>st</sup> day of Qtr)	April * (1 <sup>st</sup> day of Qtr)

**\*\*Please fax to (425) 564-6180\*\***