

**FORT HAYS STATE UNIVERSITY
PROFESSIONAL & CONTINUING EDUCATION**

INSTALLMENT PAYMENT PLAN AGREEMENT

This Installment Payment Plan Agreement is made and entered into on the date of acceptance by **[Participant Name]** ("Participant"), for the purpose of facilitating payment of registration fees for a Professional and Continuing Education (PCE) program offered by Fort Hays State University (FHSU).

By enrolling in the installment payment plan, the Participant agrees to the following terms and conditions:

1. Eligibility

The installment payment plan is available to Participants who meet the eligibility criteria set by PCE. PCE reserves the right to approve or deny participation in the payment plan.

2. Payment Terms

- The total program registration fee is **[\$Total Amount]**, which will be divided into **[Number]** installments.
- The initial payment of **[\$First Installment Amount]** is due upon enrollment.
- Subsequent installment payments of **[\$Installment Amount]** will be due on **[Due Date(s)]**.
- Payments must be made by credit card, debit card, or check.

3. Late Payments and Fees

- A late fee of **[\$Late Fee Amount]** will be assessed for each missed payment.
- If a payment is **[Number]** days past due, PCE may place a hold on the Participant's registration, preventing access to course materials and participation in programs.
- If the payment remains unpaid for **[Number]** days, the Participant may be withdrawn from the program, and any previously paid amounts may be forfeited.

4. Refunds and Cancellations

- Installment payments are **non-refundable**, except as outlined in PCE's refund policy.
- If the Participant withdraws from the program before completing payment, they remain responsible for any outstanding balance.
- If the Institution cancels the program, any payments made will be refunded in full.

5. Failure to Complete Payments

- If the Participant fails to complete all installment payments, they will not receive a certificate of completion, academic credit, or any program-related credentials.

- PCE reserves the right to accelerate payments and pursue collections or legal action for unpaid balances, in which case PCE shall be entitled to attorney fees and collection costs.

6. Modification or Termination of Agreement

The Institution reserves the right to modify or terminate this installment payment plan at any time. Any modifications will be communicated in writing to affected Participants.

7. Jurisdiction

This agreement is governed by and shall be construed in accordance with Kansas law. The proper jurisdiction and venue for any dispute relating to this agreement shall be Ellis County District Court in Hays, Kansas. Nothing in this agreement shall be construed as a waiver or limitation of any rights or defenses available to PCE and/or FHSU under applicable law or policy.

8. Acknowledgment and Acceptance

By enrolling in the installment payment plan, the Participant acknowledges that they have read, understood, and agreed to these terms and conditions.

Participant

Signature

Print Name

Date

Professional & Continuing Education

Signature

Print Name

Date