

# NEW YORK ACADEMY OF ART

## Tuition Payment Plan Agreement

Certificate of Fine Art (CFA) | Effective Fall 2026, Spring 2027, and Summer 2027

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This agreement enrolls you in the New York Academy of Art tuition payment plan, which divides each semester's tuition and fees balance, after financial aid, into four installments. Please complete every section, sign, and return the completed form to the Accounting Office by June 30, 2026. Your enrollment is confirmed once the Accounting Office has received the form and processed your first installment.

### 1. Student Information

Full Name:

Student ID (if known):

Program: Certificate of Fine Art (CFA)

Term(s) enrolling in the plan:      Fall 2026              Spring 2027              Summer 2027

Email:               Phone:

### 2. Payment Plan Terms

Please read and acknowledge each of the following by checking the box.

I understand that a \$250 payment plan fee applies for each semester I use the plan, and that it is divided into my four installments.

I understand that payment is by credit card only. The Accounting Office will process my first installment and set up automatic credit card payments for the remaining installments, each charged to the card on file on its due date.

I understand that a 3.5% processing fee applies to each credit or debit card payment and is my responsibility.

I understand that a \$100 late fee applies to any installment not paid by its due date, and a \$50 fee applies to any returned or declined payment, and that a declined payment is subject to both, for a combined \$150.

I understand that the \$250 payment plan fee is non-refundable if I withdraw or drop, and that any tuition refund follows the Academy's refund policy.

I understand that an unpaid balance may result in administrative holds that affect my ability to register, receive my certificate, or access my records and transcripts.

### Installment Schedule

#### Fall 2026

Installment	Amount	Due Date
1st	25% of total balance due	July 25, 2026 (before classes begin)
2nd	25% of total balance due	September 15, 2026
3rd	25% of total balance due	October 15, 2026
4th	Remaining balance	November 16, 2026

### Spring 2027

Installment	Amount	Due Date
1st	25% of total balance due	December 15, 2026 (before classes begin)
2nd	25% of total balance due	January 15, 2027
3rd	25% of total balance due	February 16, 2027
4th	Remaining balance	March 15, 2027

### Summer 2027

Installment	Amount	Due Date
1st	25% of total balance due	May 3, 2027 (before classes begin)
2nd	25% of total balance due	June 1, 2027
3rd	25% of total balance due	July 1, 2027
4th	Remaining balance	August 2, 2027

### 3. Payment Authorization (Credit Card)

*I authorize the New York Academy of Art to charge the credit card below for each scheduled installment of my payment plan, together with the applicable 3.5% processing fee, on the dates shown above.*

Name on Card:

Card Number:

Expiration (MM/YY):  CVV:  Billing Zip:

Billing Address:

City:  State:  Zip:

Email for Receipt:

### 4. Authorization & Signature

By signing below, I authorize the charges described above and agree to the terms of the payment plan stated in Section 2. I understand that full tuition and fees must be paid according to the Academy's deadlines and policies.

Signature:  Date:

**Submit this completed form to the Accounting Office by June 30, 2026:**

ebaybakova@nyaa.edu or kshakoor@nyaa.edu

Questions? Accounting Department, 111 Franklin Street, New York, NY 10013 | (212) 842-5124