

# Tuition Payment Plan Policy

*Effective Fall 2026 and Spring 2027 Semesters*

The Academy offers a four-installment payment plan each semester to help students spread the cost of tuition and fees across the term. The plan is available for the Fall and Spring semesters and is renewed each semester a student chooses to use it.

## Payment Plan Fee

- A \$250 payment plan fee applies for each semester a student uses the plan, divided across the four installments rather than charged separately.
- The \$250 payment plan fee is non-refundable. If a student withdraws or drops from the program, any tuition refund is governed by the Academy's standard refund policy.

## How the Plan Works

- To enroll, a student must submit the completed Payment Plan Agreement to the Accounting Office by June 30, 2026.
- After financial aid is applied, the remaining tuition and fees balance for the semester, together with the \$250 fee, is divided into four equal installments.
- The first installment is due before the semester begins. The remaining three are spread across the term, with the final installment collected before the last day of classes.
- Automatic payment by credit card is required to use the plan. The Accounting Office processes the first installment and sets up automatic credit card payments for the remaining installments, each charged to the card on file on its due date.

## Fall 2026 Payment Schedule

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 Payment Schedule

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

## Payment Methods

The Accounting Office processes the first installment and sets up automatic credit card payments for the remaining installments. Each installment is charged to the card on file on its scheduled due date. The Academy applies a 3.5% processing fee to payments made by credit or debit card. This fee applies to each installment and is the responsibility of the student.

## **Late and Returned Payments**

- A \$100 late fee will be applied to any installment not paid by its due date.
- A \$50 fee will be applied to any payment that is returned or declined.
- A declined automatic payment is subject to both fees, for a combined \$150.
- Payments not made according to the schedule above will result in an administrative hold on the student's account until the balance is brought current.

## **Consequences of Non-Payment**

Students who do not meet their financial obligations by the deadlines above will face the following restrictions:

- Registration holds: students will not be permitted to register for the next semester until their balance is paid in full.
- Graduation and diploma restrictions: students with an outstanding balance at the end of the Spring 2027 semester will not be eligible to receive a diploma or participate in commencement until full payment is received.
- Access limitations: academic records, transcripts, and other institutional services may be withheld until all financial obligations are met.

## **Contact**

For questions regarding payment plans, due dates, or account balances, please contact:

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