



Preparatory Payment Plan Guidelines: Spring 2020

Cleveland Institute of Music offers students the option to meet their financial responsibility through a 4-month interest-free payment plan. Payment plans are available for Fall and Spring terms ONLY, and you must fill out a payment plan form for each of the available terms. Payment plans are NOT available for Summer sessions.

There is a non-refundable **\$30.00 set-up fee per student per semester** for the plan, which is due with the second payment of each semester.

The payment due dates for Spring 2020 semester are as follows:

Due Date	Amount Due
December 30, 2019	1/4 of your total invoice amount
January 30, 2020	Payment Plan Fee +1/4 of your total invoice amount
February 28, 2020	1/4 of your total invoice amount
March 30, 2020 **Final Installment**	1/ 4 of your total invoice amount

PAYMENT PLAN GUIDELINES

- Payment plan option comes with a non-refundable \$30 fee per student per semester.
- If a partial payment has been made, yet the payment plan form has not been submitted, a non-refundable \$50 fee will be assessed and the payment plan due dates will be applied for the balance of the semester.
- If you have more than one student taking classes at CIM, signed payment plan enrollment forms need to be filled out for each student.
- Any new charges incurred after the payment plan is established will be reflected on the next invoice and are due and payable upon receipt.
- CIM reserves the right to terminate any payment plan for non-compliance with payment deadlines whereby the unpaid balance for the semester becomes due and payable to CIM immediately. **All delinquent accounts will be turned over to collections.**
- The student may cancel the payment plan at any time. Upon cancellation, the entire balance due on the student's account must be paid in full immediately.

Payment Methods:

Via Check: Checks should be made payable to **Cleveland Institute of Music** and mailed to: **P.O. Box 74670, Cleveland, Ohio 44194-0753**. A \$35 service fee will be charged for all returned checks. This service fee will be added to your next month's bill.

Via Credit Card: Credit/Debit card (VISA, MasterCard, Discover) payments may be made via the CIM on-line credit card payment system (<https://preparatory.cim.edu>), or by presenting your card at the CIM Business Office during regular work hours. Credit card payments will not be taken over the phone, nor accepted at the P.O. Box.

Via Cash: Cash payments may be made at the CIM Business Office during regular work hours.

If you were enrolled in the Payment Plan option for Fall 2019, you NEED TO FILL out the payment plan form for Spring 2020.



Business Office:
Received _____
Processed _____

Preparatory Payment Plan Enrollment Form Spring 2020

Please fill out this form for each student taking lessons at CIM and return the form to the CIM Business Office, 11021 East Blvd, Cleveland, Ohio 44106 • businessoffice@cim.edu • Fax (216) 795-3141

STUDENT'S NAME: _____ ID #: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

NAME(S) OF PARENT/GUARDIAN (if applicable): _____

TEL. # _____ EMAIL: _____

RELATIONSHIP WITH THE STUDENT: _____

TOTAL AMOUNT DUE: \$ _____ (Amount listed on the invoice)

MONTHLY INSTALLMENT: \$ _____ (Total Amount Due / 4)

- I understand that payment plans will be established for current semester charges only. I promise to pay the Cleveland Institute of Music all payments detailed in the payment plan agreement by the established deadlines.
- I understand that the payment plan option comes with a non-refundable \$30 payment plan fee per student per semester, which must be paid with the SECOND installment.
- I understand that the **payment plan due dates for Spring 2020 semester are December 30, 2019, January 30, 2020, February 28, 2020 and March 30, 2020.**
- I understand that payments are deposited on the date they are received, and post-dated checks are not accepted.
- I understand that a \$35 service fee will be charged for all returned checks.
- I understand that any new charges incurred after the payment plan is established will be reflected on the next invoice and are due and payable upon receipt.
- I understand that failure to pay all charges by the due date will leave my account subject to a hold and cancellation of my classes. I understand that if I do not resolve my debt, CIM will turn my account over to a Collection Agency.
- I understand if I cancel my payment plan, I will pay the entire balance amount upon cancellation.

Signature of Parent/Student: _____ Date: _____

YOU MUST FILL OUT A PAYMENT PLAN FORM FALL AND SPRING SEMESTER (THE PAYMENT PLAN OPTION IS NOT AVAILABLE FOR THE SUMMER SEMESTER.)