**PAYMENT PLAN REQUEST**

|  |  |
| --- | --- |
| Student Name and ID: |  |
| Program and semester: |  |
| Signature: |  |
| Date: |  |

* To be eligible for this option, your payments for the previous semester must be on time, and payments under this plan must be on time.
* The first payment must be made by the regular tuition due date.
* A 2 000 CZK administration fee per semester is charged to arrange this payment plan.
* A signed payment agreement must be arranged before the regular tuition payment due date. This agreement must be arranged each semester.
* Normal late fees for missing monthly payment deadlines will apply to any late payments.  If you do not meet all these conditions, and you are still asking for a payment plan, please explain any circumstances, which could allow us to accept your request.

Tuition due (CZK):

|  |  |  |
| --- | --- | --- |
|  | *Date* | *Amount* |
| Payment 1 |  |  |
| Payment 2 |  |  |
| Payment 3 |  |  |
| Payment 4 |  |  |
| Payment 5 |  |  |

* If I cannot make these deadlines, I will inform Prague City University without delay, and I understand that all late fees can be applied to each payment that is missed.
* I understand that even I decide to deffer or withdraw during the semester the tuition needs to be paid in full and all invoices up forward has to be covered.

**Administration Use:**

Approved on:……………………………

Signature:…………………………………