

**FINANCIAL RESPONSIBILITY AGREEMENT**

**(Installment Plan)**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BIH Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program of Study: \_\_\_\_\_\_\_\_\_

I understand that I am registering for homeopathic course(s) at The British Institute of Homeopathy and that I am fully responsible for the cost and expense of all tuition and other fees associated with my enrollment and status. I further understand that upon registration, the course has been purchased and that your installment payment plan was approved and agreed upon in accordance with your Registration Form for the duration of course that I am enrolled. Any payments not made by the 15th or 30th will be considered an unpaid balance on my account.

I further understand and agree that my registration and acceptance of these terms constitutes a Financial Responsibility Agreement, in which the British Institute is providing me educational services and I promise to pay those expenses. By executing this Financial Responsibility Agreement, I agree to pay for these educational expenses and acknowledge that I understand and agree to the following terms and conditions:

Terms and Conditions

1. Tuition balance must be paid under the agreed mode and terms of payment.
2. The installment plan can’t be changed or canceled after approval.
3. The School is not obligated to inform the student individually of the due dates. It is the student’s responsibility to adhere to the due dates and avoid any additional fees.
4. All payments must be paid on time; understanding that this means on or before the due date established. In case of stolen card or any circumstances that necessitate resulted in the disabling the card, student must inform the BIH office as soon as possible in order to grant a week pardon for the delayed payment. Otherwise, a $25 will be charged due to a declined card and current installment is considered delinquent.
5. If paid by check and it is returned for insufficient funds, the student will pay the penalty and late fee plus a $50 returned check fee.
6. After 1 week of account delinquency, the student will be informed in writing by the Accounting Office of penalty and late fee realization. Failure to pay to complete the payment could affect student status.
7. In the event of withdrawal and cancellation, the student must notify the School in writing and pay any outstanding balance and all mandatory fees associated with the course

outside the allotted time as defined in the BIH Refund Policy, and that such charges shall be considered educational expenses to which this Agreement applies.

1. The School may use a collection agency to collect the debt for any unpaid balance owed.
2. Any outstanding tuition balance must be cleared prior to readmission to the same course or to another course until obligation is fulfilled.

I agree, and have read and understood all the above terms and conditions.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Use Only

Payment History:

Paid Fees:

Accounting Officer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_