

**PAYMENT PLAN REQUEST FORM 2017/2018**

From 2017/2018, RIT Kosovo (A.U.K) will offer its students a payment plan option in order to assist with timely payment of tuition dues. This payment plan splits the semester tuition dues into four equal installments. The advantage of the payment plan is that you will be able to more easily manage your tuition dues.

If you would like to apply for a payment plan please contact Business Office in order to prepare personalized request form and sign the request and return to the Business Office. Signing the request signifies your acceptance of the terms and conditions as outlined below.

**Payment Plan Terms and Conditions**

1. Full time student status is 12-15 credit hrs for each semester.
2. In case of scholarship rewards, registration of less than 12 credit hrs, or more than 15 credit hrs, the tuition total payment will vary.
3. The 4 installment due dates and amounts for each semester are as follows (please note that the table below **will be personalized upon your request for the number of installment and scholarships awarded**) :

SEMSTER TUITION	DUE DATE	TOTAL AMOUNT PER INSTALLMENT
FALL	August 01, 2017	€ 825
	September 01, 2017	€ 825
	October 01, 2017	€ 825
	November 01, 2017	€ 825
SPRING	December 01, 2017	€ 825
	January 01, 2018	€ 825
	February 01, 2018	€ 825
	March 01, 2018	€ 825

4. By agreeing to the terms and conditions of this payment plan the signer agrees to make installment payments as per the above table (for 12-15 registered credit hrs).
5. The above amounts are valid only for the specified payment dates. Business office has to approve any changes to the payment plan. Additional charges may apply.
6. In case of unpaid installments, or late payments, the signer is obliged to make the full semester payment (subtracted by already paid installments).
7. In case the payment plan terms and deadlines are not followed, a payment plan option will not be available for the following semesters.
8. The student or the parent/guardian accepts the terms and conditions as outlined in this payment plan by signing below.

\_\_\_\_\_  
Student name & signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name & signature

\_\_\_\_\_  
Date