

PAYMENT PLAN FOR _____ ACADEMIC YEAR

Student Details:	
Student Name	
University ID Number	
Program	
Tuition fee	
Discount/Scholarship	
Net Tuition	
Payment Plan Charge	
Initial Payment	
Outstanding (Total Payment Plan)	

Schedule of Payments:

	Date (dd/mm/yy)	Amount
1 st		
2 nd		
3 rd		
4 th		

	Date (dd/mm/yy)	Amount
5 th		
6 th		
7 th		
8 th		

Terms and Conditions:

- This agreement will not be processed without the full payment of non-refundable enrolment fee for new students.
- To qualify for payment plan, students are required to pay at least **30%** of the net tuition fee as initial deposit.
- Payment plans must be supported with postdated cheques drawn to **Lancaster University Ghana**.
- This agreement will be annulled if any cheque issued is dishonoured by the bank.
- Cedi postdated cheques are subject to the prevailing exchange rates used by the University at the time of clearance by the bank.
- All payment plans must be fully settled on or before 31st May 20XX
- Default in payment plan will lead to restricted access to academic services (including documents, moodle, etc.)
- The University shall take firm measures to ensure that outstanding debts are paid as soon as possible when payment is more than 4 calendar weeks late.
- Student not eligible for any LUG foreign travel programme (e.g. ICE) until full payment is made.
- **NOTE:** The below payment plan charges apply on the amount under consideration:

4 Instalments: 3%	6 Instalments: 5%	8 Instalments: 10%
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- Late Payment Penalty Chart:

Week 1: \$50	Week 2: \$100	Week 3-4: \$200
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The undersigned agree to the terms and conditions of the agreement.

Name of Parent/ Guardian.....

Address.....

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Telephone.....

Signature.....

Date.....

For Office Use Only:

First Approval.....

Second Approval.....

Final Approved.....