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| Payments POLICY |  |

**Original Date: August 4th, 2019 Glocal Institute, Inc.**

# PURPOSE

To define the student payment policy to enroll in classes each term.

# SCOPE

This applies to all students unless prior arrangements have been made in writing by the Administrator.

# POLICY STATEMENT

Registering for a class must occur before the start of the program. Tuition is due in full **14 days prior to the first day of each semester.**

### Payment Options

Pay in Person or Mail:
Glocal Institute, Inc. PO Box 957 South Haven, MI 49090

Payments can be made by cash, check, money order, MasterCard, VISA, and Discover.

**Deferred Payment Options:**
Payment of tuition and fees may be deferred if you have provided the required documentation for the following forms of guaranteed payment 14 days prior to the first day of each semester.

**1. Financial Aid**

Financial aid award letter must be accepted, signed and returned to the Administrator.

If your financial aid is not enough to cover your balance, a payment plan is available (see below)

*A completed Deferred Payment Agreement Form must also be submitted.*

**2. Third Party Authorization**

Employer or other source of funding must be in writing such as P.O., or letter documenting summary of benefits.

 **(Note:  Tuition reimbursement to you by your employer is not a guaranteed form of payment. In this case, you are required to pay for the course up front and upon completion submit a request for your employer to reimburse you for the course.)**

 *A completed Deferred Payment Agreement Form must accompany the above required documents.*

**3. Payment Plan over 6 or 12 months to the school, Glocal Institute.**

**4. Pay in Full to the school.**

# APPROVAL AND REVIEW DETAILS

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| **Approval and Review** | **Details** |
| Approval Authority | 8/4/2019 |
| Advisory Committee to Approval Authority | 8/4/2019 |
| Administrator | 8/4/2019; 3/30/2021, 3/29/24 |
| Next Review Date | 4/1/2025 |