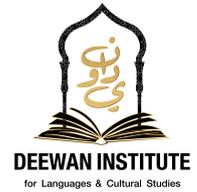**Deewan Institute for languages and Cultural Studies**
Al-Baouneyah St. 14, Amman 11191
Weibdeh, Amman, Jordan
+962 778928188
management@deewaninstitute.com

PAYMENT AGREEMENT FORM

Student's Name: _____

E-mail: _____

Study plan: __ Month* 1-1/2-1 Colloquial/MSA __ hours per week (__ hours total)

Plan dates: DAY MONTH YEAR - DAY MONTH YEAR

Payments

Full tuition balance: _____ JOD**

1st Payment: _____   Due by: _____

2nd Payment: _____   Due by: _____

Payment Policy
1. I agree to pay my full tuition balance under the terms of my Personal Study Plan.
2. I agree to make all my payments by the due dates mentioned above.
3. Penalty and Late fee. If I fail to pay the full due amount on or before the due date, I agree to pay a late fee of 3% on each installment payment that is delinquent. I understand that this late fee of 3% will be accumulating until the day I pay the total dues. This penalty and late fee will be added to my account starting from the day following the due date. Late fee will only apply to the tuition and installment fee and weekends and holidays are counted towards the late days.
4. Notice. After 1 week of account delinquency I will be informed in writing by Deewan Institute of penalty and late fee realization.
5. Lose eligibility for payment plan. If I fail to pay my installments on time on more than one occasion, then I will not be eligible for another payment plan.
6. Readmission withholding. If I have any outstanding tuition balance, then I will not be able to enroll for future classes until I fulfill my obligation. I agree and have read and understood all the above terms and conditions.
7. I understand all sessions must be completed within the above plan dates +_ *week/s* (by DATE MONTH YEAR) or I lose the hours. This additional time is reserved and intended for rescheduled classes.

*4 weeks per month
**total does not include any additional credit card, PayPal, or bank transfer fees

Student name & signature: _____ Date: _____

Director name & Signature: _____ Date: _____