



**FOCUS
COLLEGE**

STUDENT TUITION INSTALLMENT PAYMENT AGREEMENT FORM

Form No: 6015

Accounts Department

Agreement Reference No: _____

Date of Agreement: _____

1. STUDENT INFORMATION

Field	Information
Student Full Name	
Student ID Number	
Program Name	
Campus Location	
Program Start Date	
Program End Date	
Email Address	
Phone Number	

2. TUITION AND FEE SUMMARY



Designated Learning
Institution Number
019330446102

- Surrey:** 13710 94A Ave, Surrey, BC, Canada
- Kelowna:** 1753 Dolphin Ave, Kelowna, BC, Canada
- Abbotsford:** 306 – 2777 Gladwin Rd, Abbotsford, BC, Canada

- +1 778 624 2010
- +1 250 861 5808
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Description	Amount (CAD)
Total Program Tuition	
Other Required / Incidental Fees	
Total Amount Payable	
Amount Already Paid	
Outstanding Balance	

Payment Plan Fee of \$350 will be added to the first installment.

3. APPROVED INSTALLMENT PAYMENT PLAN

The following installment payment schedule has been reviewed and approved by Focus College.

Installment No.	Payment Amount (CAD)	Payment Due Date	Payment Status	Notes
Installment 1				
Installment 2				
Installment 3				
Installment 4				
Installment 5 (if applicable)				



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Total Installment Amount: \$ _____

4. PAYMENT METHODS

Students may make payments using one of the following methods:

- Bank Transfer
- Debit / Credit Card
- Certified Cheque / Bank Draft
- Other (Specify): _____

All payments must include the Student ID Number and Program Name to ensure accurate processing.

5. TERMS AND CONDITIONS

By signing this agreement, the student acknowledges and agrees to the following terms:

5.1 Minimum First Payment Requirement

Students are required to pay a minimum of 25% of the total tuition fees prior to the program start date to be eligible for an installment payment plan.

5.2 Installment Payment Obligations

The student agrees to pay all installment amounts according to the approved payment schedule outlined in this agreement.




5.3 Maximum Installment Duration




All installment payments must be completed within the academic term or before program completion, whichever occurs first.

5.4 Timely Payments



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All installment payments must be made on or before the due dates stated in the installment schedule.

5.5 Termination of Installment Arrangement

Focus College reserves the right to cancel the installment arrangement if the student fails to comply with the approved payment schedule.

If the installment plan is terminated, the full outstanding balance may become immediately due and payable.

5.6 Academic Record Hold

Focus College will not release transcripts, certificates, diplomas, and/or other academic records until all outstanding financial obligations have been fully settled.

5.7 Policy Compliance

This agreement is governed by the Focus College Student Tuition and Fees Policy and Procedures.

6. STUDENT DECLARATION

I confirm that:

- a. The information provided in this agreement is accurate.
- b. I understand the installment payment schedule.
- c. I agree to comply with all terms and conditions outlined in this agreement.

Student Name: _____

Student Signature: _____

Date: _____



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7. ACCOUNTS DEPARTMENT REVIEW

Reviewed by: _____

Position: _____

Signature: _____

Date: _____

8. APPROVAL

Approved by:

Director of Operations (or Designate)

Name: _____

Signature: _____

Date: _____

9. INTERNAL ACCOUNTS RECORD

Field	Details
Agreement Number	
Recorded in Financial System	Yes / No
Recorded By	
Date Recorded	
Notes	



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