

# Fee Installment Payment Agreement

Date: [Insert Date]

To,

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Subject: Fee Installment Payment Agreement

Dear [Student's Name],

We are pleased to inform you that your application for the fee installment payment plan has been approved. This agreement outlines the terms of your payment plan for the academic year [Insert Academic Year].

## Payment Schedule:

1. Initial Payment: [Amount] due by [Due Date]
2. Second Installment: [Amount] due by [Due Date]
3. Third Installment: [Amount] due by [Due Date]
4. Final Installment: [Amount] due by [Due Date]

Please ensure that all payments are made on or before the due dates mentioned above. Late payments may incur additional fees.

By signing below, you agree to the terms of this fee installment payment plan.

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[Student's Name]

Signature

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[Authorized Signatory's Name]

[Title]

[Institution's Name]

Thank you for your cooperation.

Sincerely,  
[Institution's Name]  
[Contact Information]