

# Tuition Payment Plan Agreement

Date: [Insert Date]

To: [Insert Student's Name]  
[Insert Student's Address]  
[Insert City, State, Zip Code]

Dear [Insert Student's Name],

This letter serves as an agreement for your tuition payment plan at [Insert School/University Name] for the academic year [Insert Year]. Below are the details of your payment plan:

## Tuition Amount:

Total Tuition: \$[Insert Total Amount]

## Payment Plan Schedule:

- Initial Payment Due: \$[Insert Amount] due by [Insert Due Date]
- Subsequent Payments: \$[Insert Amount] due on [Insert Payment Dates]

## Terms and Conditions:

1. All payments must be made on time to avoid late fees.
2. Payments can be made via [Insert Payment Methods].
3. If you have any questions regarding this agreement, please contact the financial office at [Insert Contact Information].

Please sign and return this agreement by [Insert Return Date] to confirm your participation in the payment plan.

Thank you for choosing [Insert School/University Name]. We look forward to supporting you in your educational journey.

Sincerely,  
[Insert Your Name]  
[Insert Your Title]  
[Insert School/University Name]  
[Insert Contact Information]

---

[Student's Name]  
Signature