

INSTALLMENT PAYMENT PLAN

Instalment payment agreement between The University of the South Pacific &

Student: ID # _____ Name: _____

On this day of

Agreement

I,.....of.....have agreed to make monthly payments as per schedule below in regards to the tuition fee I been charged for _____ (Term of Study and Total Amount Due).

I understand the consequences that will be brought against me if the payment agreement is violated. The consequences could be costs associated with collection of missed payments plus applicable late penalty fees. I agree to pay any fees and costs that USP may incur in collection of my balance owed as well as late penalties on the amount owed.

Undertaking of payments

<p>Amount: \$..... on or before (date):.....</p> <p>Amount: \$..... on or before (date):.....</p> <p>Amount: \$..... on or before (date):.....</p> <p>Total Payment \$.....</p>
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I understand that if I do not pay on or before the above dates:

- (a) the University shall cancel the registration without notice and my account will be placed on hold;
- (b) that I may not be allowed to sit end-of-semester examinations;
- (c) that I may not return to the University or enroll for any of the courses offered by the University until the arrears of fees and other charges have been paid in full;
- (d) that my offer will be terminated in the following semester/term;
- (e) that I will not be entitled to a new Installment payment plan if I have defaulted in two past agreements. I will need to settle pending debts in full before accessing the University's resources for studies, completions and other administrative matters.

I certify that I have read and fully understand the terms and conditions of this Agreement as stated in the Installment Guidelines.

Name..... Alternate Email.....

Signature Phone No.....

The University of the South Pacific – Official Section

Represented by Date.....
(Name and Signature of USP Staff Member)

Please provide relevant identification copies as listed on the next page to complete your application.

Installment Payment Agreement - Identification Requirements

All students applying for **tuition installment payment agreements** are required to submit original or colored scans of **three valid identification documents** for screening and compliance purposes. The following ID's are acceptable:

Mandatory

- 1. USP ID Card**
- 2. FRCS Joint Card (Fiji Students)**
- 3. Passport (Regional Students)**

One ID from the list below. Out of the three, one should include residential details of the student:

1. Valid Voter registration card/ National Identification Card
2. Valid Driver's License
3. Valid Passport
4. Other valid government issued identification card.

In the case that you do not have your USP ID card, you are required to provide three forms of identification from the list above.

If the student applying is not able to provide an ID with residential address, the following will be accepted:

- Utility bills displaying the residential address. Should the names differ, we will confirm details with the addressee.

We request your understanding towards the above requirements which have been implemented to strengthen the University's credit initiative towards its students and also promote a stress free environment for learning.

Note:

Installment agreement forms without the required IDs will not be processed.