



North America Technical Institute ESL (NATI ESL)
 207 East Holly Avenue #112, Sterling, VA 20164-3137
<https://nati-esl.edu>
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 Toll Free: 833-228-1010

Tuition Installment Payment Plan and Promissory Agreement Eligibility

- Full time or part-time student
- Student NOT receiving any Financial Aid

Guidance and Schedule

Payment plans allow for students to pay in 2 separate installments divided over the course of a session. The first installment should be made prior to the 1st day of the classe(s), the second installment payment plan should be made within 10 calendar days after the end of the course of the same session. Please check the [academic calendar](#) for detail information.

How the plan works

Payment must be paid by the promised due date written upon on your application. \$25 late fee will be assessed on each installment not received by the due date.

If the student is unable to complete:

- Student will not receive grades and certificate.
- Financial hold may be placed on student’s transcripts and accounts.
- Shall not be able to register for his/her next session/class.

How to Enroll

1. Complete your course registration in person or online on the school’s website (<http://www.nati-esl.edu>).
2. Fill out the form below and get a signature from the Academics Office.
3. Submit the form to Asaria Pacheco in person, Monday-Friday, 4-8pm, or via email to Amy Abdul: amy@nati.edu
4. Receive confirmation email by Academics Office.
5. Financial hold will be placed during the session.
5. Make the full payment by the deadline as you promised.
6. Receive or get your receipts from Business Office/Student Accounts.

Description	Due Date	Invoice Amount	+ <i>Late Penalty</i> (<i>only in case student fails to pay by the due date</i>)
Invoice due balance		\$	
Installment 1	Before the 1 st day of the class	\$	\$25
Installment 2	Within 10 calendar days after the end of the course	\$	\$25

Total	\$	\$
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Please contact to Student Accounts for further inquiry. Student Accounts: Phone 703-910-2461
 E-mail: info@nati.edu

Tuition Installment Payment Plan Application Form

Year/Term		
Student ID Number		
Student Name		
	Due Date (MM/DD/YY)	Amount (USD)
Total Balance Due		Total:
Installment 1		
Installment 2		
Installment #1 is due before the 1 st day of the class. Installment #2 is due within 10 calendar days of the end of the course		
Total Payment Amount		

Students who have applied this plan will be placed on a financial hold, and he/she can't register next session with the hold. Students will not be able to receive their transcripts and certificate until above invoice is paid in full. The financial hold as well as hold on transcript sand certificate will be removed once the full payment is made or completion of the installment plan.

I fully understand the above guidance and will follow the installment plan as I agreed.

Student's Signature: _____ Date: _____

I agree to the collection and usage of personal information as written above. Yes / No

Academics Office Only-----

The Office of Academic Affairs verifies that this student is good academic standing. Yes / No

Check by _____ Date _____

(Name) _____ (Signature)

Comment _____

DIRECTOR Only-----

Executive Director's Signature: _____ Date: _____