

Tuition Payment-Plan Worksheet

Map an approved balance into a clear schedule of installment amounts.

Organization / program: _____ Cohort / date: _____

Prepared by: _____ Reviewed by: _____

Planning amounts (use one currency throughout)

A. Tuition and approved charges _____

B. Deposit credited toward A _____

C. Other confirmed credits _____

D. Remaining balance = A - B - C _____

Number of installments / frequency _____

Schedule: divide D into installments; adjust the last payment for rounding.

Example: $2,300.00 - 300.00 - 0.00 = 2,000.00$; 3 payments: 666.66, 666.66, 666.68.

Payment	Due date	Amount	Recorded / notes
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

Total scheduled: _____ Balance check: _____

Use a separate sheet for additional payments. Confirm the schedule under your school policies.

This worksheet does not create a credit agreement, assess interest, or authorize charges.

Avoid student names, card details or other sensitive information on shared copies.