



INSTITUTE FOR LEADERSHIP DEVELOPMENT
Clear Administrative Services Credential
 200 Kalmus Drive, Costa Mesa, CA 92626
 (714) 966-4207



FINANCIAL PAYMENT AGREEMENT

This agreement is between _____ and the Orange County Department of Education (OCDE).

_____ has agreed to pay according to the payment schedule plan for each candidate.

- Payment can be made with a personal check or money order.
- Please make checks payable to: Orange County Department of Education and mail to:

OCDE
 P.O. Box 9050
 Costa Mesa, CA 92628
 Attention: Lucy McGinley, Esp 4-225

- *Returned checks are subject to \$25.00 service fee. Returned checks will not be re-deposited.*

I agree that non-payment of tuition will result in my inability to participate in future Clear coaching sessions, and/or will result in my credential program being placed on hold until tuition is paid in full.

Cancellation policy: If you withdraw from the Clear program, you will be charged \$250.00 per session of coaching service provided. In the case where candidate has completed ID21 during his/her enrollment, an additional fee of \$1,200.00 will be charged to cover assessment cost incurred.

Please note: *A \$25.00 late fee will be imposed on any tuition payment received 14 days after the due date.*

 (Print) Participant's Name

 Participant's Signature

 Date

 Judy Levinsohn's Approval

 Date