



## Sterile Processing Payment Plan Policy

1. Tuition and all associated fees paid in **full at enrollment** for the **Sterile Processing Program** will receive a **\$250.00 Discount**.
2. A **\$1,250.00 Deposit** secures a seat in the **Sterile Processing Program**. Payment in full must be received before the first day of class.
3. If making payments, the final payment must be made before the first day of class to take the final exam, be placed for Externship, and graduate from the program.
4. **Sterile Processing** students repeating the program or moving start dates for any reason must complete a Change of Status Form and Addendum to Enrollment Agreement, and will be subject to any additional applicable fees, including a tuition increase.

Payment plans for the **Sterile Processing Program** are interest-free and available in the following options.

- |  |                       |
|--|-----------------------|
| a. Course paid in full (\$250.00 Discount) at enrollment.                | <b>Initial:</b> _____ |
| b. Deposit only, pay in full (\$5,250.00) before the first day of class. | <b>Initial:</b> _____ |
| c. Other pre-approved arrangements: _____                                | <b>Initial:</b> _____ |

By initialing the above and signing below, you understand and agree to the payment plan options for the Sterile Processing Program, and you are agreeing to be financially responsible for your account balance and will abide by all terms of the Payment Plan Policy.

I have read and understood all the terms and conditions contained in this payment agreement, and I agree to be legally bound by those terms and conditions.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SVSTI Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Late Payment Policy and Fees**

Each late payment is subject to a \$100.00 Late Fee.

Late payments will result in students being pulled from class and will be recorded as an absence (please see the Attendance Policy for allowed absences). If you do not make a payment during your Externship, you will be pulled from your clinical site. **Communication is key!**

**Failed Term/Class Policy**

1. If you fail the Sterile Processing Program, a \$1,500.00 Repeat Fee will apply. **(You get one failed attempt for Sterile Processing)**
2. Sterile Processing Externship Extension should be requested; a \$1,000.00 Extension Fee will apply, and it **must** be pre-approved.
3. Bounced checks or a declined payment are subject to a \$35.00 Fee.

**Failure to Pay Policy**

The purpose of this policy is to define a student’s failure to pay all fees or charges to the student’s account and outline potential consequences for such action.

By registering for the SVSTI Sterile Processing Program, students agree to be financially responsible for their account balance and any applicable fees, including, but not limited to, tuition, textbooks, and miscellaneous charges.

Failure to comply with SVSTI's payment policies may result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses, which may exceed 50% of the original balance owed. Although every effort is made to contact a student prior to submitting the account to a collection agency, SVSTI reserves the right to submit a student’s account for collection at any time if the student fails to remit the personal payment portion of the account balance.

I have read and understood all the terms and conditions contained in this payment agreement, and I agree to be legally bound by those terms and conditions.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SVSTI Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_