

## Installment Payment Contract

### INSTRUCTIONS: PLEASE READ CAREFULLY

1. Create your account at [www.abcte.org/user](http://www.abcte.org/user) before submitting this form – DO NOT enter your credit card information online, or you WILL be charged the full certification account and ineligible for transfer to the installment plan. If you require assistance, call (877) 669-2228.
2. Print form and complete all information clearly in blue or black ink.
3. Return completed form via mail to ABCTE, c/o Enrollment Services, 1225 19<sup>th</sup> Street, NW, Suite 400, Washington, DC 20036, or via fax to the attention of Enrollment Services: (202) 261-2638.

### 1. Contact Information

Date: / /		Email:	
First Name:		Last Name:	Middle Initial
Street Address:			
City:		State:	
Country (if other than US):		ZIP:	
Daytime Telephone:		Other Telephone:	

### 2. Candidate Information

Social Security Number:		Country of Citizenship:		Date of Birth: / /	
Username:			Password:		

### 3. Enrollment Selections: Please choose one.

- |   |   |
|---|---|
| <input type="checkbox"/> Biology (6-12)   | <input type="checkbox"/> General Science (6-12)     |
| <input type="checkbox"/> Chemistry (6-12) | <input type="checkbox"/> Elementary Education (K-6) |
| <input type="checkbox"/> English (6-12)   | <input type="checkbox"/> Mathematics (6-12)         |
| <input type="checkbox"/> Physics (6-12)   |   |

### 4. Payment

<b>Program Total (Enrollment fee + \$135. Installment Plan Fee)</b>	<b>\$ 1110.00</b>
<b>\$150 Discount: Discount Code _____ (internal use)</b>	<b>-\$ 150.00</b>
<b>Discounted Program Total</b>	<b>\$ 960.00</b>
<b>First Installment (1/6 of Program Total, <u>charged upon receipt of this form</u>)</b>	<b>-\$ 160.00</b>
<b>Balance Due: Five more equal installments of \$160.00 will be charged to your credit or debit card (VS/MC affiliated debit or check cards only, please) in the five months following your enrollment month <u>on or about the 15<sup>th</sup> of the month.</u></b>	<b>\$ 800.00</b>

Name on Credit Card:	Account Number:	CID #: (Last three digits on back of card)	Exp. Date: / Month/Year
Billing Address (If different from above address) Street: City, State, ZIP: Country (If other than US):		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	

### 5. AMERICAN BOARD TERMS AND POLICIES

#### Terms of Enrollment

The ABCTE Certification program enrollment and Reading Certification term is one year. Extension of the program is available at the end of this term for an additional fee. **Fees for the following are not covered by the installment payment plan: Retakes, Extensions, Preparation Materials, Subject Area Changes, or Additional Subject Area Certification. Installment plan participants are not eligible for the Teach & Inspire Scholarship Program.**

By submitting this application, you are certifying that the following statements are true:

- I have earned a Bachelor's degree or higher or will earn a bachelor's degree in the next 6 months
- I have never been convicted of any felony, misdemeanor, or military offense
- There are no felony (or similar) criminal charges pending against me
- I have never had a teaching credential, license, or permit suspended, revoked, or voided due to misconduct
- I fully understand and will comply with the regulations set forth in the [candidate handbook](#)

ABCTE requires that all certification candidates submit to a criminal background check and provide official college or university transcripts. Candidates who received their degree outside the United States agree to have a course by course evaluation performed to obtain a statement of equivalency.

Please direct background or teaching credential questions to our certification counselors by calling 1-877-669-2228. For unique circumstances, ABCTE may run your background check prior to enrollment to ensure you are eligible.

**Submitting false information or omitting pertinent or material information in connection with your application is grounds for certification revocation or denial.**

**Notice of Cancellation Policy**

The American Board understands that a candidate may later decide not to pursue teacher certification. However, because we begin to incur costs as soon as it received the application, we have adopted the following policy regarding cancellation of enrollment:

- No cancellation request will be accepted if submitted more than 30 days after the date of the original payment to the American Board.
- Cancellation under installment plans results in the forfeiture of the initial payment and any other installment payments previously remitted. No additional fees will be assessed.
- All requests for Cancellation must be in writing and signed (letter or fax) to the attention of Finance.
- There are no extenuating circumstances which will result in an exception to these policies.
- The standard Refund Policy is not applicable to Installment Plan participants.

Once purchased, no material products (such as CDs, books, and/or DVDs) purchased directly from the American Board can be returned. If a product is defective or not functioning properly, the user may request a new copy by contacting the American Board (contact@abcte.org).

**Payment Failure and Auto-Cancellation**

If any payment, including the initial one, is unsuccessful, the American Board will contact the candidate by telephone and email the same day to report unsuccessful payment and ask for an alternate credit card for payment. An Alternate Payment Authorization Form can be sent by e-mail or fax to authorize the alternate payment form. This form must be returned via facsimile within three business days and the new payment form successfully processed to continue enrollment.

Payments processed later than the enrollment date (for initial payment month), the 15th (fifteenth) of a payment month (non-initial), or the business day following the 15th (fifteenth) of a payment month in the case of that day falling on a Saturday, Sunday, or federal holiday (non-initial) are subject to a late payment fee of \$25.00 per late payment.

If no alternate credit card payment method is available or the alternate payment form proves unsuccessful, an enrollment will immediately be cancelled. A cancellation notification letter will be sent a by e-mail and standard mail. Auto-cancellation will result in the forfeiture of all funds received up to the point of non-payment.

**6. Attestation**

I hereby certify under penalty of perjury that all information submitted in this application and attachments is true and complete. I am aware that submitting false information or omitting pertinent material information in connection with this application is grounds for denial of American Board certification and may subject me to civil or criminal penalties.

By signing below, I accept the above outlined American Board policies. I understand that receipt of this form authorizes an immediate initial charge of the credit card and three additional monthly remits by the same payment method as outlined in the payment section.

Debit/Check Cards (VS/MC Affiliated Only)

I understand that, regardless of availability of funds, my financial institution may automatically decline my debit or check card payment if the transaction amount is above my account's daily limit. To ensure continuous access to my account, I will coordinate a pre-arranged and timely method of processing my enrollment fee installments with my financial institution.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** \_\_\_\_\_

**If cardholder is person other than the applicant:**

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

## Installment Payment Plan Frequently Asked Questions

### **Are there fees associated with paying in installments?**

The Installment Payment Plan costs \$135.00 in addition to the certification rate.

### **How do I initiate my enrollment via installment?**

**Do not enter your credit card information in our store!** You will need to create an ABCTE account before we are able to enroll you in the installment plan, but be sure to stop when payment is requested. Carefully follow the instructions at the top of the Installment Payment Contract. Once your contract is received by ABCTE via fax or mail, your enrollment is completed and you will be contacted by an enrollment representative by telephone or e-mail to confirm enrollment. Initial payment is processed the same date as the enrollment is initiated. **If you have remaining questions about the certification program, you should contact our Enrollment Services Center at 877-669-2228 before submitting your Installment Payment Contract!**

### **I've already signed up for the program and paid online or over the phone with my credit card. Can I switch to the installment plan?**

Since fees and payment terms, including cancellation and refund terms, vary significantly between full payment of the ABCTE teacher certification program and the Installment Payment Plan, we are unable to allow previously enrolled candidates to switch an account to the Installment Payment Plan.

### **Can I pay by check?**

We do not accept check payments to initiate the installment plan. If you wish to pay by check after your initial payment date, your check payment must reach ABCTE at least five business days prior to your scheduled payment date, allowing for processing time before that payment date. If a check is not received with sufficient time before the payment date, the payment card on file will be charged. Checks must be sent with a note containing the name you registered under and your username for our system to the Installment Plan contact listed below.

### **How much and how often will I be charged for the installment plan?**

Installment payments will be one-sixth of the total price per payment. The Installment Payment Contract you complete will show the certification rate, the installment fee and the total of the two. It will also show the per-payment fee.

The initial installment payment will be processed the day your form is received and processed. **Future installment payments are processed on the fifteenth (15<sup>th</sup>) of the following five months unless the fifteenth falls on a weekend or a federal holiday, in which case the payments will be processed on the following business day. We are NOT able to offer alternate payment schedules for any reason.**

### **Future monthly installment payment dates:**

Tuesday, February 16, 2010  
Monday, March 15, 2010  
Thursday, April 15, 2010  
Monday, May 17, 2010  
Tuesday, June 15, 2010  
Thursday, July 15, 2010  
Monday, August 16, 2010  
Wednesday, September 15, 2010  
Friday, October 15, 2010

### **I expect to have difficulty making an upcoming payment. What can I do to remain in the program?**

We have only one installment payment schedule, and are not able to offer alternate payment schedules for any reason. If you find yourself expecting trouble with the funds in the payment card account on file with ABCTE and approaching mid-month, please contact us in advance of the payment due date and we may be able to extend your payment date to another date within the same month. No extensions are available beyond the payment month. There is a fee of \$25.00 associated with any single payment extension granted.

ABCTE does not guarantee that all requested payment extensions will be granted. Extensions are granted based in part on a positive and timely payment history on the Installment Payment Plan account. If ABCTE feels that the option to request payment extension is being abused on an account in order to change monthly payment dates, we may deny the extension. ABCTE also recommends that any granted extension not exceed the business day before the last business day of the month, leaving time to contact you and secure alternate payment if a payment failure occurs rather than risking program cancellation.

### **What happens if my payment fails?**

If either your initial payment upon enrollment processing or your scheduled monthly payment is unsuccessful, we will attempt to contact you by both telephone and e-mail using the contact information on your Installment Payment Contract. **All payments collected later than the enrollment initiation or the monthly payment date will require an additional \$25.00 late payment fee. Per the contract, you will have three business days after the payment date to either secure funds in the payment card account on file with ABCTE or to complete and submit an Alternate Payment Form.**

If we do not receive a response from you, or do not receive payment or negotiate a payment extension within those three business days, your ABCTE teaching certification account will be cancelled for non-payment. Cancellation notifications are communicated by both e-mail and postal mail per the contact information in your Installment Payment Contract. **Upon cancellation, accounts cannot be reinstated and all previous payments are forfeited** so please be certain to keep your contact information up to date and reply to any e-mail or telephone communications regarding your Installment Payment Plan!

### **I'd like to pay off my installment plan earlier. What do I need to do?**

ABCTE is unable to offer any incentive or discount if you choose to complete installment payments earlier than the schedule. If you do wish to complete payment before the schedule outlined in the payment contract, we will require documentation stating your agreement to the change in payment terms in the form of an e-mail or faxed letter to one of the Installment Plan contacts listed below.

### **Can I add preparation materials to my installment plan?**

We are unable to include items aside from the ABCTE certification program fee and installment plan fee in your Installment Payment Contract total. If you wish to purchase additional preparation materials from ABCTE, you will need to make a separate purchase. This purchase can be made online through your registered account or by domestic check or money order to the Test Preparation contact listed below.

### **What if I need to change my payment method?**

If at anytime during your Installment Payment Plan you need to change your payment card on file, contact us before your next payment due date with a completed and signed Alternate Payment Form. Payment card information will need to be updated if you bank or credit institution issues new bank cards in response to security breaches. Please use the Installment contacts listed below to request the Alternate Payment Form.

### **What if I need to change my information?**

If at anytime during your Installment Payment Plan you need to change your personal information such as telephone number, e-mail address, physical address, or credit card billing address, it is your responsibility to contact the Installment contact(s) below with the information change. If we are unable to contact you due to outdated contact information in your Installment Payment Plan file, we will be unable to alert you if we have difficulties with your payment account and your enrollment may be cancelled.

Please remember that a change as simple as your billing address can affect the success of your payments.

### **I've changed my mind about pursuing ABCTE certification. How do I cancel?**

Per the terms of the Installment Payment Contract, ABCTE requires a written statement of your intention to cancel your Installment Payment Plan and ABCTE certification program. **Please email or fax such requests to the attention of one of the Installment Payment Plan contacts listed below.** You will be contacted by telephone or e-mail confirming receipt of your cancellation request and confirming your cancellation. We request that you complete cancellation of your program within 30 days of enrollment in the program, but may make exceptions to this policy.

No additional payments will be collected after cancellation of your Payment Contract and certification program. However, due to the fact that ABCTE begins to incur costs as soon as your enrollment is initiated, **no refunds are available for candidates enrolled under the Installment Payment Plan. All installment payments completed prior to the receipt of your cancellation letter are forfeited.** We are not able to make exceptions to this policy.

### **Contacts for Installment Payment Plan:**

Nicole Price  
Finance Associate  
(202) 263-8315  
nprice@abcte.org

Angela Fields  
Finance Associate  
(202) 261-2620  
afields@abcte.org

ABCTE  
Attn: Finance  
1225 19<sup>th</sup> Street NW Suite 400  
Washington, DC 20036  
Fax: (202) 261-2638, Attn: Finance

### **Other Important Contacts:**

**For questions or problems regarding your certification program**, contact the Candidate Services department at (877) 669-2228 Monday through Friday between the hours of 9:00 am and 5:00 pm Eastern time.

**For questions or problems regarding preparation materials or orders for materials, contact:**

Jessica Morris  
Manager, Test Preparation  
(202) 261-2620

ABCTE  
Attn: Test Prep  
1225 19<sup>th</sup> Street NW Suite 400  
Washington, DC 20036