



**Orange County Department of Education  
Institute for Leadership Development  
Clear Administrative Services Credential Program**

**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: Jacky Leyva – B-1158

- 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.

Candidate name (please print): \_\_\_\_\_

Candidate signature: \_\_\_\_\_

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

Coordinator signature: \_\_\_\_\_

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