

## PAYMENT AND PAYMENT PLAN POLICY

### Effective Date

The information contained reflects current information about NewSchool of Architecture and Design Catalog and Student Handbook, effective October 1<sup>st</sup>, 2025, unless otherwise noted.

## Tuition, Payment, & Financial Assistance

### Cash payments and payment plan policy

#### Payment Deadline

Payment for each term's balance is due and payable in a full 7 BUSINESS days before the first day of class each term.

#### Default on Payment

If a student does not make full payment according to the due dates outlined or fails to participate in the payment plan, the student will be **withdrawn** for the term. It is the student's responsibility to ensure timely payment or enrollment in the payment plan to avoid disruption in their enrollment.

#### Interest-Free Payment Plan policy

##### Overview

- The payment plan allows **Tuition & fee** to be paid in **THREE** monthly installments
- The payment plan enrollment is established on a per term basis, not an academic year
- Upon enrolling in the payment plan, students must pay a non-refundable, one-time setup fee of \$100 and a \$10 monthly maintenance fee. The fee will be included in the first installment.
- Student will email Student Accounts Office at [studentaccounts@newschoolarch.edu](mailto:studentaccounts@newschoolarch.edu) to request for the payment plan information.

## Eligibility

This payment plan is available to domestic students only.

### **Charges Eligible for the Payment Plan:**

- Tuition (net of the school offered discount)
- Operations Fee
- Graduation Fee

**Reference:** For a complete list of Tuition charges, please visit NewSchool's tuition page at <https://newschoolarch.edu/tuition-fees/>.

### **Amount of payment plan**

The student's payment plan is calculated as the difference between their total charges (*refer to "Charges Eligible for the payment plan"*) and the sum of their total financial aid and other secured funding sources.

(Total Eligible Charges) - (Total Financial Aid + Other Secured Funding) = Payment Plan Amount

## Deadline to Enroll in the Payment Plan & Installment payment deadline

The deadline to enroll in a payment plan is two weeks before the term start date. The first payment must be completed no later than the term start date. Subsequent payments will be made on the same day each month.

### ***Payment Schedule:***

For any reason, if student's participation begins after the first installment deadline for any reason, the first payment will be charged according to the established date. Subsequent installments will then be due on the 1st of each following month.

## **Outstanding Balance Threshold Policy**

For legacy account, the outstanding balance under any active payment plan may not exceed **\$15,000**. If the outstanding balance is greater than \$15,000, an immediate payment is required to reduce the balance to or below the threshold before a payment plan may be established.



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## **Changes in Financial Aid Eligibility**

In the event of a change in financial aid eligibility, it is the student's responsibility to notify the Student Account Office and request an updated payment plan. Upon request, the student will be notified of any revised payment amounts within five (5) business days of the eligibility change being confirmed.

## **Changes in Course enrollment**

In the event of a change in course enrollment, the **Student Account Office** will re-calculate their payment plan. The student will be notified of the updated payment plan, and any revised payment amounts within five (5) business days of the eligibility change being confirmed.

## **Default on Installment**

If a student does not make payment according to the due dates outlined in the Installment Schedule, the student may incur late fees and have a hold placed on account.

## **Collections Referral**

An account that is delinquent for over 180 days and remains unresolved after internal efforts may be referred to a third-party collection agency in accordance with the Fair Debt Collection Practices Act (FDCPA).