Division of Educational Services
School of Education

Preliminary Administrative Services Credential Program
Payment Plan Agreement

The program fee for the 16-month Preliminary Administrative Services Credential (PASC) Program is $7,500. Payment must be received in full before the Riverside County Office of Education will recommend a candidate for the Preliminary Administrative Services Credential.

A $500 non-refundable* deposit is due with the application. The remaining $7,000 is due with payment option selected below
**If candidate is not accepted, the deposit will be refunded*

NOTE: Payments or FACTS accounts must be initiated within **seven** business days of receiving your acceptance letter or an automatic drop may be initiated by RCOE.

Payment options *(Please check one)*:

☐ Debit/credit card using the RCOE secured payment site.
Select PASC Program Fee $7,000

☐ FACTS Tuition Management: Participants are required to set up an account on the FACTS website within seven business days of receiving your acceptance letter or an automatic drop may be initiated by RCOE. Instructions for this option will be sent upon acceptance.

- Additional fees may apply for participants choosing this plan.
- **Failure to make monthly payments** may result in being dropped from the program and/or having the credential recommendation and letters of program participation held until all program fees are paid in full.
- All unpaid balances are subject to a collection agency referral.

☐ SchoolsFirst Federal Credit Union loan in the amount of $7,000. Please contact your local SchoolsFirst branch directly.

Participant Agreement

Printed Participant Name	E-mail
Home Phone	Cell Phone

By signing below, I acknowledge that I have read, understand and agree to the terms of the above Payment Plan Agreement.

Participant Signature	Date