

**INSTALLMENT AGREEMENT
PRINT IN BLOCK LETTERS**

**NCEA CANDIDATE
APPLICANT NAME:**

Borrower's Name (if different than above): _____

Company Name (if applicable): _____

Address: _____

City: _____ **State:** _____ **Zip** _____ **+ 4** _____

Email Address: _____

Tel Day: (_____) _____ **Fax:** (_____) _____

PAYMENT TERMS:	Step 1 - NCEA Training Manual \$114	Step 2 - Records Verification Fee \$175.00	Step 3 - NCEA Certification Exam Fee \$375	= \$664
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I, _____ promise to pay the National Coalition of Estheticians, Manufacturers/Distributors & Associations (NCEA) the total sum of only \$600 with six (6) equal installment check/money order payments in the amount of \$100 each. (SAVINGS of \$64)

Once the second payment of \$100 is sent with payment coupon, the NCEA Certification Training Manual will be shipped to the address above. Then make four (4) additional equal installment payments commencing on the 1st of each month until the principal balance of \$600 is paid in full.

Initial _____ I understand this installment agreement as explained above and agree to make full payment to NCEA.

Initial _____ I understand that the NCEA requires a completed **Candidate Application**, with supporting documents* in order to verify and confirm my Authorization-to-Test (ATT).

Initial _____ I understand that my completed **Candidate Application**, with supporting documents must be received by the NCEA Executive Office* * prior to the last scheduled installment payment due date as per this Installment Agreement. That is five-months after the date of signing and returning this agreement with my first payment. I understand that failure to do so, will result in forfeiture of all paid installment fees, and additional fees will be required to obtain my Authorization-to-Test (ATT) to take the exam.

In the event of any default, the undersigned agrees to pay all reasonable attorneys fees and costs of collection to the extent permitted by the laws in the State of New Jersey.

SIGNATURE: _____ **Date:** _____

Be sure to include your first installment payment of \$100 with this signed agreement with a check/money order made payable to NCEA Certified.

Your next five (5) equal installment check/money order payments in the amount of \$100 each are due to be received in the NCEA Executive Office on the 1st of each month. Your completed Candidate Application is due BEFORE your last scheduled installment payment. Failure to do so will result in forfeiture of all paid installment fees, and additional fees will be required to obtain your Authorization-to-Test (ATT).

* See <http://nceacertified.tv/supporting-documentation> or visit homepage <http://nceacertified.tv>

Mail this agreement and payment to : NCEA Executive Office*, 484 Spring Avenue, Ridgewood, NJ 07450-4626

BE SURE TO RETAIN A COPY FOR YOUR RECORDS

NCEA Use Only:

Accepted by: _____ Date: _____

NCEA INSTALLMENT PAYMENT COUPONS

Submit Payment Coupon on the 1st of each month until the principal balance of \$600 is paid in full.



PAYMENT COUPON 2

DUE ON THE 1st of the Month

Amount Due: \$100

Check/money order # _____
Date Paid _____

Mail payment to:

NCEA Executive Office
484 Spring Avenue
Ridgewood, NJ 07450-4626

Borrower's Name _____
Address: _____
Email: _____



PAYMENT COUPON 3

DUE ON THE 1st of the Month

Amount Due: \$100

Check/money order # _____
Date Paid _____

Mail payment to:

NCEA Executive Office
484 Spring Avenue
Ridgewood, NJ 07450-4626

Borrower's Name _____
Address: _____
Email: _____



PAYMENT COUPON 4

DUE ON THE 1st of the Month

Amount Due: \$100

Check/money order # _____
Date Paid _____

Mail payment to:

NCEA Executive Office
484 Spring Avenue
Ridgewood, NJ 07450-4626

Borrower's Name _____
Address: _____
Email: _____



PAYMENT COUPON 5

DUE ON THE 1st of the Month

Amount Due: \$100

Check/money order # _____
Date Paid _____

REMINDER: Your completed Candidate Application, with supporting documents must be received by the NCEA Executive Office prior to the last scheduled installment payment due date as per the Installment Agreement. Failure to do so, will result in forfeiture of all paid installment fees, and additional fees will be required to obtain your Authorization-to-Test (ATT) to take the exam.

Mail payment to:

NCEA Executive Office
484 Spring Avenue
Ridgewood, NJ 07450-4626

Borrower's Name _____
Address: _____
Email: _____



PAYMENT COUPON 6

DUE ON THE 1st of the Month

Amount Due: \$100

Check/money order # _____
Date Paid _____

Mail payment to:

NCEA Executive Office
484 Spring Avenue
Ridgewood, NJ 07450-4626

Borrower's Name _____
Address: _____
Email: _____