



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 by the end of the program before the Riverside County Office of Education will recommend the candidate for the Preliminary Administrative Services Credential.

A \$500 non-refundable* deposit is due with the application (you can pay your \$500 deposit online at this link <https://www.rcoe.us/departments/educational-services/school-of-education/center-for-administrator-preparation/casc-pasc-program-payments>) The remaining \$7,000 is due with payment option selected below. *If a candidate is not accepted into the program, they will receive a full refund of the deposit. If a candidate withdraws before Orientation, a \$100 processing fee will be deducted, and they will receive a refund of \$400.

All monthly payment plans will commence following Orientation, while one-time payments of \$7,000 are due by the program start date (the first scheduled class). Please see the details below for an overview of our available payment options:

Payment options (Please check one):

Payment In full: A one-time payment of \$7,000 to be paid by cashier's check or money order made payable to RCOE. **RCOE does NOT accept cash or personal checks.** Payment is due by the course start date.

FACTS Tuition Management: Participants are required to set up an account on the FACTS website within seven business days of receiving your FACTS invitation 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.

NOTE: *All FACTS Payment Plan invitations will be sent out after Orientation. Please set up your payment plan within seven (7) business days of receiving your invitation to avoid being dropped from the program by the RCOE/School of Education – Center for Administrator Preparation Program.*

SchoolsFirst Federal Credit Union Loan: in the amount of \$7,000. Please contact your local SchoolsFirst branch directly.

Sallie Mae Smart Option Student Loan: Please visit the Sallie Mae website to apply at: [Sallie Mae Smart Option Student Loan](#)

District Purchase Order: The Candidate's School District will submit a Purchase Order for the total program cost of \$7,000. (\$7,500 if deposit will be included.)

School District: _____ Purchase Order #: _____

Participant Agreement

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

Printed Participant Name

E-mail

Participant's Signature

Date