

**INSTALLMENT AGREEMENT  
PRINT IN BLOCK LETTERS**

**CANDIDATE NAME:** \_\_\_\_\_

**Borrower's Name (if different than above):** \_\_\_\_\_

**Company Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip** \_\_\_\_\_ **+ 4** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Tel Day:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Fax:** ( \_\_\_\_\_ ) \_\_\_\_\_

**PAYMENT TERMS:**

<b>Step 1</b> - NCEA Training Manual \$114	<b>Step 2</b> - Records Verification Fee \$175.00	<b>Step 3</b> - NCEA Certification Exam Fee \$375 <b>= \$664</b>
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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 1<sup>st</sup> 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 1<sup>st</sup> 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).*

**(NEED HELP? Go to [www.nceacertified.org](http://www.nceacertified.org) – Step 1 – Completing the Application)**

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 1<sup>st</sup> of each month until the principal balance of \$600 is paid in full.



**PAYMENT COUPON 2**

**DUE ON THE 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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: \_\_\_\_\_