



TUITION PAYMENT AGREEMENT

This Tuition Payment Agreement is a part of the contract between the **STUDENT** and Jerry F. Hutchins Ministries Institute. Each **STUDENT** is required to timely complete, sign and return this form to the JFHM as a condition of being allowed to register for and attend classes at JFHM Institute. Under this contract, it is the primary responsibility of the **STUDENT** to pay all tuitions and other fees due to JFHM. The **STUDENT** is the only person to whom JFHM owes contractual obligations and the **STUDENT** at all times remains primarily responsible to ensure payment to JFHM of all amounts due.

The total tuition is divided into two payments. The initial payment is to be made at registration. No registration is accepted without initial payment being made. The second payment is due on or before the 5th class session. Students that have not paid full tuition by the 6th session will not be allowed to continue attending classes. **NO REFUNDS WILL BE GIVEN AFTER THE FIRST DAY OF CLASS. STUDENTS MAY RECEIVE REFUND OF FULL AMOUNT PAID MINUS A \$50.00 PROCESSING FEE IF REFUND IS REQUESTED BETWEEN THE TIME OF REGISTRATION AND THE FIRST DAY OF CLASS. ALL REFUND REQUESTS MUST BE MADE IN WRITING AND ALLOW A MAXIMUM OF 5 DAYS FOR PROCESSING.**

All Classes offered by Jerry F. Hutchins Ministries Institute will have a maximum number of students allowable and will always be on a first come, first serve basis.

Student's Name _____

Address _____

Signature _____

**PLEASE RETURN COMPLETED FORM TO
Jerry F. Hutchins Ministries, P.O. Box 81879, Conyers, Georgia 30013**

Jerry F. Hutchins Ministries Institute is not a college, university, or seminary and credits received in this course are not used for that purpose unless the **STUDENT provides a letter from their college, university, or seminary stating that they will accept the course for college credits.**