



Division of Educational Services  
Leadership Institute of Riverside County

## Clear Administrative Services Credential Program Payment Plan Agreement

The program fee for the Clear Administrative Services Credential (CASC) Program is \$7,500. CASC is a two-year job embedded coaching program. Payment must be received in full before the Riverside County Office of Education will recommend a Clear Administrative Services Credential to CTC.

**A \$500 non-refundable\* deposit is due with the application**  
**The remaining \$7000 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 following link: <https://rcoec.rcoe.k12.ca.us/>.  
Select CASC 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.
- A \$35 non-refundable fee will be charged to 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.

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### 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