

Clear Administrative Services Credential Program
Payment Options and Schedule

Payment schedule is determined by CPSEL start date

OPTION 1: One (1) payment of \$8,000 via check	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	Due: August 15
CPSEL 2 and CPSEL 5	Due: November 15
CPSEL 3 and CPSEL 6	Due: February 15

OPTION 2: One (1) payment of \$8,000 via Paypal (plus \$240.00 service fee)	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	Due: August 15
CPSEL 2 and CPSEL 5	Due: November 15
CPSEL 3 and CPSEL 6	Due: February 15

OPTION 3: Two (2) payments of \$4,000	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	Payment 1: August 15 (Year 1) Payment 2: August 15 (Year 2)
CPSEL 2 and CPSEL 5	Payment 1: November 15 (Year 1) Payment 2: November 15 (Year 2)
CPSEL 3 and CPSEL 6	Payment 1: February 15 (Year 1) Payment 2: February 15 (Year 2)

OPTION 4: Four (4) payments of \$2,000	PAYMENT SCHEDULE
CPSEL 1 and CPSEL 4	YEAR 1: Payment 1: August 15 Payment 2: February 15 YEAR 2: Payment 3: August 15 Payment 4: February 15
CPSEL 2 and CPSEL 5	YEAR 1: Payment 1: Nov. 15 Payment 2: May 15 YEAR 2: Payment 3: Nov. 15 Payment 4: May 15
CPSEL 3 and CPSEL 6	YEAR 1: Payment 1: February 15 Payment 2: August 15 YEAR 2: Payment 3: February 15 Payment 4: August 15

OPTION 5: District Payment – One (1) payment of \$8,000 or Two (2) payments of \$4,000
Participants may be eligible to have their district/site pay for the cost of the program. It is the obligation of the participant to check with their Human Resources department to see if this is an option. If approved, the district will be invoiced for the amount listed on the CASCP Acceptance Confirmation Form upon acceptance into the program.

OPTION 6: Schools Financial Credit Union Loan
Participants may apply for a \$8,000 loan through Schools Financial Credit Union. All paperwork for the loan must be completed on or before 1 week prior to the Orientation date. If you are unable to secure a loan, you are required to notify Leadership Institute staff of your new method of payment to ensure accurate billing and financial agreement standing.

PAYMENT INFORMATION*

Please make checks payable to: Sacramento County Office of Education. Indicate the invoice number & "CASCP" on the memo line.	Please submit payments to: Sacramento County Office of Education, P.O. Box 269003 Sacramento, CA 95826 Attention: Accounts Receivable
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Please note for tax purposes, the only way to obtain a 1099 tax form is through the loan payment option.
If payment is sent directly to Leadership Institute,
we are a Local Education Agency (LEA) and cannot issue official tax forms.

*Please note, check payments take approximately 10-15 business days to be deposited