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# ENGLISH LANGUAGE INSTITUTE PAYMENT REGISTRATION AND PAYMENT PLAN



**THE ENGLISH LANGUAGE  
INSTITUTE (ELI)**

*Learn WITH us!*

**English Language Institute**  
Continuing and Professional Studies  
City College of New York  
Shepard Hall Room 2  
160 Convent Avenue  
New York, NY 10031  
ELI@ccny.cuny.edu



## ENGLISH LANGUAGE INSTITUTE PAYMENT REGISTRATION INFORMATION

**Please use this form to pay for full tuition or to use our payment plan. This is not a fillable form. Please print and scan to PDF once completed and signed.**

1. Make sure to have an account with Xenegrade first.  
<https://ce.cuny.edu/ccny/checkOutAccountInfo.cfm?newAcct=1>
2. Once you have completed this form, please upload the completed form to our [Secure Link](#) or <https://securetransfer.ccny.cuny.edu/filedrop/eli@ccny.cuny.edu>
3. NYC residents can also pay on Xenegrade, but will have to use this form for a Payment Plan. Internationals will use this form for regular payment and payment plan.

Which session do you wish to enroll in? Semester/Date: \_\_\_\_\_, 20\_\_\_\_\_

Last Name/Surname: \_\_\_\_\_

First Name/Given Name: \_\_\_\_\_

Home Phone (Include International Code): \_\_\_\_\_

Cell (Include International Code): \_\_\_\_\_

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

City \_\_\_\_\_ State/Country \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Are you applying for an F-1 Visa?  Yes  No, I am a NYC Resident

Do you want a payment plan?  Yes  No

A 50% deposit of Tuition + \$25 Registration Fee is still required at time of registration.



## PAYMENT INFORMATION

### Tuition Schedule

<b>1 Session</b>	\$900 plus \$25 Registration Fee = <b>\$925</b>
<b>2 Sessions</b>	\$1,800 plus \$25 Registration Fee = <b>\$1825</b>
<b>3 Sessions – Minimum for International on F-1 Visa</b>	\$2,700 plus \$25 Registration Fee = <b>\$2725</b>

**NYC Residents: You may pay on Xenegrade if you choose.**

<b>Amount</b>	USD \$ _____
<b># of Sessions</b>	How many sessions are you paying for? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three Sessions
<b>Credit Card:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Credit Card # _____ Expiration Date _____ Code # on Back of Card _____
<b>Please sign here:</b>	

**Thank you! The next pages are only for those who elect to do a Payment Plan.**



## PAYMENT PLAN FOR BOTH INTERNATIONAL STUDENTS AND NYC RESIDENTS

The payment plan is for both International Students on F-1 visa and NYC residents. A 50% deposit of Tuition + \$25 Registration Fee is still required at time of registration. An additional 10% of tuition will be added as **payment plan fee**. Remaining payments must be completed before the course ends. Please follow the instructions below:

1. Make sure to have an account with Xenegrade first.  
<https://ce.cuny.edu/ccny/checkOutAccountInfo.cfm?newAcct=1>
2. Make sure you have filled out our [Payment Plan Online Application Form](https://forms.office.com/r/kb8xftfIRd) or <https://forms.office.com/r/kb8xftfIRd>
3. Once you have completed this form, please upload the completed form to our [Secure Link](https://securetransfer.cuny.cuny.edu/filedrop/eli@ccny.cuny.edu) or <https://securetransfer.cuny.cuny.edu/filedrop/eli@ccny.cuny.edu>

### Tuition Schedule

<b>1 Session</b>	\$900 plus \$25 Registration Fee = <b>\$925</b>
<b>2 Sessions</b>	\$1,800 plus \$25 Registration Fee = <b>\$1825</b>
<b>3 Sessions – Minimum for F-1s</b>	\$2,700 plus \$25 Registration Fee = <b>\$2725</b>

### Required Deposit plus \$25 Registration Fee

# of Sessions	Tuition	Required Deposit plus \$25 Registration Fee	Balance for Payment Plan (Payment Plan Fee not yet included)
<b>1 Sessions</b>	<b>\$900</b>	<b>\$475</b>	<b>\$425</b>
<b>2 Sessions</b>	<b>\$1,800</b>	<b>\$925</b>	<b>\$875</b>
<b>3 Sessions</b>	<b>\$2,700</b>	<b>\$1375</b>	<b>\$1325</b>



## PAYMENT PLAN SCHEDULE

### Payment Plan for 1 Session (Only for NYC Residents)

Balance After Deposit	Payment Plan Fee (10% of original Tuition)	Balance with Payment Plan Fee	Suggested Second Deposit. Make sure to pay at the 20 <sup>th</sup> of each month.	Suggested Last Deposit. Make sure to pay at the 20 <sup>th</sup> of each month.
\$425	\$90	\$515	\$257.50	\$257.50

### Payment Plan for 2 Sessions (Only for NYC Residents)

Balance After Deposit	Payment Plan Fee (10% of original Tuition)	Balance with Payment Plan Fee	Suggested Second Deposit. Make sure to pay at the 20 <sup>th</sup> of each month.	Suggested Last Deposit. Make sure to pay at the 20 <sup>th</sup> of each month.
\$875	\$180	\$1055	\$527.50	\$527.50

### Payment Plan for 3 Sessions (For both international students on F-1 visa and NYC residents. International students on F-1 Visa **must only choose** this option. International students are required a minimum of 3 sessions)

Balance After Deposit	Payment Plan Fee (10% of original Tuition)	Balance with Payment Plan Fee	Suggested Second Deposit. Make sure to pay at the 20 <sup>th</sup> of each month.	Suggested Last Deposit' Make sure to pay at the 20 <sup>th</sup> of each month.
\$1325	\$270	\$1595	\$797.50	\$797.50

Thank you!  
Questions? [ELI@ccny.cuny.edu](mailto:ELI@ccny.cuny.edu)