

Payment Plan Policy

All payments for services rendered at LSTI will be consistent with current LSTI Financial Policy. **The LSTI Payment Plan will apply to EMS courses only (MFR, EMT-B, EMT-S, EMT-P & EMT-I/C) and comprises the following:**

1. Initial payment of 50% of course fee payable at time of registration.
2. 50% of outstanding balance will be due at the 25% course completion point.
3. Remaining balance will be due at the 50% course completion point.

A late payment is defined as a payment received at our business office after the due date.

A service fee of \$25 will be added to a student's account for each occurrence of late payments. **If payment is more than 15 days late, the student will be placed on administrative suspension from the course until payment is received by our business office. Any students placed on administrative suspension will not be allowed to complete any written module exams and will not be allowed to participate in any clinical and/or internship rotations until all balances due are reconciled.** All course requirements must still be met to successfully pass the course. A final notice letter will be mailed to the student after payment is late more than 15 days. **If a payment is not received within 15 days of being sent a final notice letter, then the student's account will be sent to a collection agency.** Additionally, a \$25.00 service fee will be added for any returned checks. The service fee will be in addition to the late fee.

Revised 1/12