**BEFORE CONTINUING ON PLEASE THE** **INSTRUCTIONS BELOW ON PAGE 1**

* **Please return only the *Payment Agreement Contract* page (page 2, 3 or page 4), that is relevant to your Method of Payment.**
* **Page 5 and 6 is a *Payment Record* form. This form is for your personal convenience and can be useful to keep track of your payments.**

**If you would like a receipt, please let me know and I will provide one for you.**



**Elizabeth Mackend, MS, LMFT**

**28311 NE Roney Road**

**Duvall, WA 98019**

**206-601-2647**

[www.elizabethmackendmfttutoring.com](http://www.elizabethmackendmfttutoring.com)

**Payment Agreement Contract**

**Option 1 - Payment in Full**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), agree to pay a total of $260.00 in full for my tutoring services.

I understand that non-payment may result in delay in my tutoring lessons.

I agree that I am responsible to make sure that my payment is made within a reasonable time to not delay or disrupt my study schedule prepared by Elizabeth Mackend. I will make every effort to contact Elizabeth Mackend and clarify if I cannot meet my obligations of this contract. I agree that Elizabeth Mackend can change my study schedule at any time, or cancel services for non-payment.

**Contract Agreement**

I understand that Elizabeth Mackend’s tutoring services cannot guarantee my success nor guarantee that I will pass the National MFT license exam. I agree and understand that all payments are non-refundable.

By signing below I have read and agree to the terms of this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Elizabeth Mackend, MS, LMFT)



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**Payment Installment Agreement Contract**

(For 6 one-hour Bundle Tutoring Sessions Only)

**Option 2 - Two Installment Plan**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), agree to pay a total of $260.00 in **two installments**. for my tutoring services.

**\*My first installment of $130.00,** will be paid before my first tutoring session commences.

 **My second installment of $130.00**, will be paid before my third tutoring session commences.

I understand that non-payment may result in delay in my tutoring lessons.

I agree that I am responsible to make sure that my payments are made within a reasonable time to not delay or disrupt my study schedule prepared by Elizabeth Mackend. I will make every effort to contact Elizabeth Mackend and clarify if I cannot meet my obligations of this contract. I agree that Elizabeth Mackend can change my study schedule at any time, or cancel services for non-payment.

**Contract Agreement**

I understand that Elizabeth Mackend’s tutoring services cannot guarantee my success nor guarantee that I will pass the National MFT license exam. I agree and understand that all payments are non-refundable.

By signing below I have read and agree to the terms of this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Elizabeth Mackend, MS, LMFT)



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**Duvall, WA 98019**

**206-601-2647**

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**Payment Installment Agreement Contract**

(For 6 one-hour Bundle Tutoring Sessions Only)

**Option 3 – Three Installment Plan**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name), agree to pay a total of $260.00 in **three installments**. for my tutoring services.

**\*The first installment of $104.00** will be paid before my first tutoring session commences.

**My second installment, of $78.00,** will be paid before my third tutoring session commences.

**My third installment, of $78.00** will be paid before my sixth tutoring session commences.

I understand that non-payment may result in delay in my tutoring lessons.

I agree that I am responsible to make sure that my payments are made within a reasonable time to not delay or disrupt my study schedule prepared by Elizabeth Mackend. I will make every effort to contact Elizabeth Mackend and clarify if I cannot meet my obligations of this contract. I agree that Elizabeth Mackend can change my study schedule at any time or cancel services for non-payment.

**Contract Agreement**

I understand that Elizabeth Mackend’s tutoring services cannot guarantee my success nor guarantee that I will pass the National MFT license exam. I agree and understand that all payments are non-refundable.

By signing below I have read and agree to the terms of this contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Printed Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Elizabeth Mackend, MS, LMFT)



**Your Payment Record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Method of Payment Contract:**

\_\_\_\_\_\_ **Option 1** - Pay in full (*Page 2*)

\_\_\_\_\_\_ **Option 2** - Installment Plan of Two Installments (*Page 3*)

\_\_\_\_\_\_ **Option 3** - Installment Plan of Three Installments (*Page 4*)

**Type of Payment:**

\_\_\_\_\_\_PayPal (Account is under: emackend@spu.edu)

\_\_\_\_\_\_Money Order

\_\_\_\_\_\_Credit Card (processing fees apply)

\_\_\_\_\_\_Cash

\_\_\_\_\_\_Check Check Number/s: \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

**EXTRA SESSIONS PURCHASED**

**Number of extra tutoring hours:** \_\_\_\_\_\_\_\_\_

**Type of Payment:**

\_\_\_\_\_\_PayPal (Account is under: emackend@spu.edu)

\_\_\_\_\_\_Money Order

\_\_\_\_\_\_Credit Card (processing fees apply)

\_\_\_\_\_\_Cash

\_\_\_\_\_\_Check Check Number/s: \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_



**Installment Payments Record**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Installment****Payment Option** | **Total Fee** | **My First Installment****Payment Amount Due and Date** | **Payment Made**  | **My Second Installment Payment Amount** **Due and Date** | **Payment****Made**  | **My Third Installment****Payment Amount** **Due and Date** | **My Balance Due** |
| **Option 2**2- Payments | **$260.00** | **$130.00**Date due on:\_\_\_\_\_\_\_\_\_\_\_\_ |  | **$130.00**Date due on:\_\_\_\_\_\_\_\_\_\_\_ |  | N/A |  |
| **Option 3**3- Payments | **$260.00** | **$104.00**Date due on:\_\_\_\_\_\_\_\_\_\_\_\_ |  |   **$78.00**Date due on: \_\_\_\_\_\_\_\_\_\_\_ |  | **$78.00**Date due on:\_\_\_\_\_\_\_\_\_\_\_ |  |