

	POLICY	Motion No.	FF 1014-2013
	Payment Plan	Effective Date	6/25/2013
		Responsible Department	Finance/ Bursar
		Attorney Review / Date	[Attorney Name] [Date]

SCOPE

The purpose of this policy is to define how payment plans are created, serviced, and suspended.

POLICY

Students enrolled for any amount of credits can enroll in a payment plan for tuition, comprehensive services fee, and capital fees only. Students enrolled in summer semesters may use the payment plan for the developmental class rate. Any other fees and charges are not eligible to be included in a payment plan. Accelerated College Education (ACE) fees are not eligible for a payment plan.

Students must do the following to be officially enrolled in the College’s Payment Plan:

- Complete all paperwork and submit to the Bursar’s Office
- Pay the payment plan enrollment fee
- Make the first payment

Students must make all payments within five business days of the due date to avoid a late fee and a hold being placed on the student’s account. Students may have payment plan privileges suspended if:

- The student was enrolled in a payment plan, did not make all payments and the account was sent to collections
- Students that missed more than 2 payments consecutively
- A check is returned for non-sufficient funds and the student does not pay the amount of the returned check until the end of the semester

Students may have payment plan privileges reinstated after the student enrolled for one semester and uses an alternative method for satisfying financial obligations.

Effective Date	Motion Number	Document Author	Description of Change
6/25/2013	FF 1014-2013	Finance//Bursar	Initial Release