

## **208-02 TUITION AND FEE PAYMENT-PROCEDURE**

### **1. PURPOSE**

Explain the criteria for payment of tuition, fees and other charges.

### **2. PROCEDURE**

1. Registration is not considered complete without payment arrangement. Payment arrangement includes:
  - a. Full payment in the form of cash, check, money order, electronic check, debit, or credit
  - b. A financial aid or Veteran award
  - c. Successful active enrollment in a qualified payment plan
  - d. Guarantee from an authorized third party payee provided to Accounts Receivable
2. Daily drops for non-payment will begin two weeks before the start of each term. Following the initial payment deadline, students registering for classes must either pay in full or make payment arrangements the day they register. Students who do not have a successful payment arrangement in place at this time will be dropped from classes for which full payment or payment arrangement has not been received.
3. Students are responsible for dropping any classes they do not plan to take. Failure to drop by the published refund deadline will result in full tuition and fee charges, regardless of attendance. Faculty will not drop students. Information on dropping classes can be found in Procedure 501-11 Student Withdrawal.
4. All students are required to accept the terms and conditions provided in the Student Financial Responsibility Agreement before registering in any class. The College provides the Student Financial Responsibility Agreement on-line, and a written copy is available upon student request. It is the student's responsibility to monitor their balance and payment arrangement status.
5. Credit and debit card payments may be subject to a non-refundable third-party vendor convenience fee.
6. Payment Plan Information:
  - a. If a payment plan down payment fails, the plan could be terminated, and registration may not be considered complete.
  - b. Each unsuccessful payment plan attempt is subject to return payment fees imposed by the processing vendor.
  - c. Students on the payment plan are responsible for scheduled payments, regardless of subsequent financial aid eligibility. It is the student's responsibility to cancel their payment plan if they intend to pay their tuition balance in another manner. The College may suspend payment plan withdrawal during the initial financial aid disbursement period for a given term.

- d. In the event changes or additional payments result in student account credits, refunds to the student will be processed on the next scheduled refund date.
7. Financial aid students must submit their Free Application for Federal Student Aid (FAFSA) as soon as possible. The Financial Aid office will only hold classes once an award has been posted to a student account. Awarded financial aid is considered a successful payment arrangement.
8. Veteran students must be certified for their classes by the College Financial Aid and Veterans representative to have their classes held. Aid certified for a Veteran is considered a successful payment arrangement.
9. If a student has an outside third party agency paying for their tuition and fees, they must provide an authorization letter to student accounts to have their classes held. This authorization must include the exact amount of payment guarantee. Any balances over the guarantee are due at the time of registration. The student and third party must also sign the College Third Party Agreement giving the College permission to provide the third party with information regarding the student's account. This agreement also indicates the student is aware they are responsible for any outstanding balance not paid by the third party.
10. Payment Acceptance
  - a) Payment should only be accepted by an approved Student Accounts representative. For internal control purposes, access to cash must be limited to as few employees as possible.
  - b) Check, and money order payments sent by mail should immediately be brought to the mail room and stamped "for deposit only" with the correct College bank deposit account information. The mail room must also log these checks before being delivered to student accounts for deposit.
  - c) Each Student Accounts representative must document payment receipt by logging the payment on the student account in Banner. If payment is received for non- student charges, the payment must either be logged into a College Banner account or a sequentially numbered receipt book.
  - d) All payments must be reconciled by each Student Accounts representative daily by comparing documented receipts to end of day totals and certified via cashier signature.
  - e) Student Accounts representative summaries will be independently reconciled before deposit with the College's bank.

### 3. BACKGROUND

1. References: 501-11 Student Withdrawl Procedure
2. Revision history: 01/03/2018 (new), 05/21/2019
3. Legal review: none
4. Sponsor: Business and Administrative Services

Adopted by College Council: 01/03/2018

Adopted by Executive Leadership Council: 05/21/2019

**COCONINO COMMUNITY COLLEGE**