

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

### **1. PURPOSE**

The purpose of the Tuition and Fee Payment Procedure is to establish criteria for payment requirements.

### **2. PROCEDURE**

1. Payment arrangement is due at the time of registration. Registration may not be 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. The College will publish a schedule of planned student drops for each term. Students who do not have a successful payment arrangement may be dropped from all classes on these dates.
3. Students are responsible for dropping any classes they do not plan to take. Failure to drop by the refund deadline may result in full tuition and fee charges, regardless of student payment arrangement or attendance.
4. Students who do not drop classes prior to the start of a course, and are dropped due to non-attendance, may be subject to a no-show fee.
5. All students are required to accept the terms and conditions provided in the Student Financial Responsibility Agreement, prior to being registered in any class. The College provides the Student Financial Responsibility Agreement on-line, and a written copy is available upon student request.
6. Students may be dropped from classes if payment arrangements are unsuccessful. It is the student's responsibility to monitor their balance and/or payment arrangement status.
7. Credit card payments may be subject to a non-refundable third party vendor convenience fee.
8. Payment Plan Information:
  - a. If a payment plan down payment fails, the plan is 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.

- d. The College may suspend payment plan withdrawals during the initial financial aid disbursement period for a given term.
  - e. 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.
9. 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.
  10. Veteran students must be certified for their classes by the College Financial Aid and Veterans representative in order to have their classes held.
  11. If a student has an outside third party agency paying for their tuition and fees, they must provide an authorization letter to student accounts in order to have their classes held. This authorization must include the exact amount of payment guarantee. Any balances in excess of the guarantee are due at the time of registration.
  12. 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. These checks must also be logged by the mail room 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 be logged in 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:
2. Revision history: 01/03/2018 (new)
3. Legal review: none
4. Sponsor: Business and Administrative Services

Adopted by College Council: 01/03/2018

**COCONINO COMMUNITY COLLEGE**