

## ADMINISTRATIVE REGULATION

### AR 404-003

(Previously AR-2-89-0014)

**SUBJECT: TUITION AND FEE INSTALLMENT PAYMENT POLICYS**

The college provides students with the option to “pay now” or “pay later” at the time of registration.

- The payment option of “pay now” requires full payment of tuition and fees at the time of registration.
- The payment option of “pay later” provides short term credit for students who are 18 or older and ~~that~~ who have tuition/fee charges of at least \$100. This option requires that 1/3 of the student’s tuition/fee balance be paid at the end of week 2 of the term, with another 1/3 due at the end of week 4 and the remaining balance due in full at the end of week 6 of the term. Failure to pay the required amount due on the account at the end of weeks 2, 4, and 6 will result in a non-payment fee for each occurrence. Students ~~who~~ ~~that~~ fail to pay on time will also have a hold placed on their record that prevents future registration until their balance has been paid in full. (see *ISP document, “Registration and Transcript Restrictions”*)
- Students who are receiving third party resources/benefits in order to fund their education, (for example-- financial aid, scholarships, workforce, veterans, apprenticeship or another partnering sponsor) may be exempt from the “pay now, pay later”- ~~options policy.~~

~~Installment plans require a promissory note from the student. Plans are for tuition only and require a minimum down payment of one-third. All fees must be paid with the down payment. A non-refundable service is assessed on all promissory notes. Note must be paid in full by the close of the term for which the note was granted.~~

Approved by President’s Council 2/89

Revised and Approved by President’s Council 4/96

Revised and Approved by President’s Council 8/06