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| TOPIC: | Policy Number: |
| Payment of Tuition, Fees and Other Charges - Procedures | F17 |

Students are expected to identify method(s) of payment sufficient to settle 100% of their current term charges prior to the start of classes. Failure to do so will result in the students being dropped from classes.

Payment Options

- 1) Pay in Full
 - A. Through iCloud account (credit/debit card or bank account)
 - B. Via phone (credit/debit card only)
 - C. Mail (check)
 - D. On Campus (Cash, check or credit/debit card)

- 2) Nelnet Payment Plan
 - A. Setup online via iCloud by the student.
 - B. Monthly automatic drafts of the bank account or credit/debit card designated by the student.

- 3) Third Party
 - A. Must be verified with the business office.
 - B. Must have a current Certificate of Eligibility or Government Issue Statement of Benefits due before each term.
 - C. Students are responsible to pay balances beyond the 3rd Party Payment.

Financial Aid

- A. Students are responsible for completing the FAFSA application for each academic year. Students requesting loans for the academic year must complete the Loan Agreement (MPN), Entrance Counseling, Annual Student Loan Acknowledgement, and the Federal Direct Loan Request Form. Financial Aid awards will be posted as anticipated aid approximately one month prior to the start of classes each semester.

- B. Students are expected to have a completed Financial Aid File ten days prior to the start of classes. Students not meeting this expectation should make payment arrangements prior to the start of classes to avoid being dropped from classes.

Students with an outstanding account balance from a previous semester will be unable to enroll in future classes at Cloud County Community College and obtain an official transcript.

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| Adopted: | Revised/Reviewed | Revised/Reviewed | Revised | Revised/Reviewed |
| 6/26/12 | 12/16/14 | 5/30/17 | 4/20/21 | |

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Monitoring Outstanding Accounts

1. On a semester basis, a detailed accounts receivable report (showing aged, outstanding accounts for students) is generated and reconciled to the general ledger by the accounting department.
2. All differences are immediately investigated and resolved, and the reconciliation is reviewed by the Director of Accounting Services.

Collection Procedures of Outstanding Accounts

1. Statements of accounts with debit balances are sent to students' legal home permanent addresses on the 10th of each month. Email notification is also sent to students with a debit balance.
2. A financial hold is placed on student accounts with a debit balance preventing a student from enrolling in future classes and the release of an official transcript.
3. Student accounts with an account balance of \$25 or more are turned over to a collection agency. These accounts include those for which statements have been sent to students for at least 9 months and which have had no payment activity for three months.

The President or the Vice President for Administrative Services has the authority to grant exceptions in extenuating circumstances.

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