A. AGREEMENT DESCRIPTION
The Cuyahoga Community College Installment Payment agreement makes it easy for you to pay your tuition and fees. The agreement offers two payment options:

- **Option B** allows you to make a down payment and then pay in three installments.
- **Option S** allows you to make a down payment and then pay one installment if you are registered for an 8 week Sessions J or K.

B. ELIGIBILITY
If you are in good financial standing with Cuyahoga Community College and are enrolled for the current term, you are eligible to participate. Students who have an outstanding or a past due debt to the College or who are not in good financial standing will not be approved for the Installment Payment Plan. You are allowed one plan per session or term.

- Minors (under age 18) must have a parent or legal guardian co-sign In-Person at any Tri-C Enrollment Center.
- Incomplete or illegible applications will not be accepted.
- Insufficient down payment, including the $25 non-refundable application fee, will not be accepted.

C. FINANCIAL AID
If you have financial aid, the total amount of AUTHORIZED AID must be deducted from the total fees to be included in the Installment Payment plan.

D. WHERE TO APPLY
If you are unable to apply online please stop by your campus Enrollment Center Office to fill out an installment form. You will need to bring a $25 application fee and the total down payment due.

E. PAYMENT CALCULATION
The down payment is due at the time of agreement application.

A $25 non-refundable application fee must be added to the down payment.

The specific amount due for the down payment and each remaining payment is calculated by multiplying the TOTAL AMOUNT DUE FOR THE TERM (Total Principal) by the percentage indicated in the table on the top right.

<table>
<thead>
<tr>
<th>CREDIT PAYMENT PLAN OPTIONS</th>
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<tbody>
<tr>
<td><em>Note:</em> payments below are after the down payment &amp; $25 fee</td>
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<tr>
<td><strong>OPTION B</strong></td>
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<tr>
<td>2nd payment</td>
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<td>3rd payment</td>
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<td>4th payment</td>
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<td><strong>OPTION S</strong></td>
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<td>Session J</td>
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<td>Session K</td>
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F. ADDITIONAL COURSES MUST BE PAID IN FULL
If you register for one or more additional courses after executing the Installment Payment Agreement Application, your Installment Plan will calculate the new payment. Please be advised that you will need to make the down payment portion on the new registration or you could be subject to late payment fees.

G. REFUNDS AND OTHER CREDITS
Refunds from dropped classes are made according to the published refund policy. Refunds or any other credits will be applied to any tuition and fees due the College. The amount of your refund for dropped courses is based on the total fees owed and not just the amount you paid prior to your date of drop.

H. LATE PAYMENTS
If you fail to pay the amounts due by the due dates of the plan, the College will initiate collection procedures. The following actions may be taken by the College:

- Prohibit registration for subsequent terms.
- Refuse to issue transcripts.
- Prohibit use of the Installment Payment Agreement for subsequent terms.
- Assign accounts to the Ohio Attorney General for collection and possible litigation.
- Charge a $15 late payment penalty for each late payment.

I. BILLING
Billing will only be sent via EMAIL to Tri-C issued email accounts in the College’s system. If a student does not have a Tri-C email, the bill will then be sent to the next active personal email address in the system. Please review your email address at my.Tri-C.space. Paper bills are no longer mailed.