

# Spring 2025 Credit Tuition Installment Payment Agreement

## 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 A or B**.

## 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.

**Note: Co-signers must have a valid government issued ID and Social Security Card at the time of signing (Work-only Social Security Cards are not accepted for co-signing).**

- Minors (under age 18) must have a parent or legal guardian co-sign In-Person at any Tri-C Admissions and Enrollment Services.
- Students who do not have a Social Security Number or have a work-only Social Security Number must have a parent or legal guardian co-sign In-Person at any Tri-C Admissions and Enrollment Services.
- Incomplete or illegible applications will not be accepted.
- Insufficient payment for 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

Apply online at [my.Tri-C.space](#) on the "Paying for College" button under the "View Account and Pay" section.

- If you are unable to apply online please stop by your campus [Admissions and Enrollment Services](#) to fill out an installment form. **You will need to bring a \$25 application fee.**

## E. PAYMENT CALCULATION

The down payment must be paid by the payment [deadline](#) or you will be charged a late fee.

**A \$25 non-refundable application fee must be paid at the time of the agreement application.**

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.

## F. BOOKS, MATERIALS, & ADDITIONAL COURSES MUST BE PAID IN FULL

If you register for one or more additional courses after executing the Installment Payment Agreement Application, you must pay the additional tuition and fees that are due at the time of registration or you may be charged late payment fees. In addition, if your course registration charge includes books or materials, these charges cannot be deferred and must be paid in full at the time of registration or you may be charged late payment fees.

- **Please note that payments made to your account will apply to fees not covered under the installment plan first.**

For security purposes, Cuyahoga Community College does not retain your payment information. In order to avoid any late fees, you will need to log in to your [my Tri-C Space](#) to make your payment prior to or on the due date each time.

## CREDIT PAYMENT PLAN OPTIONS

**\* Note: Down payment due on or before January 3, 2025. For payment agreements after January 3, 2025, the down payment is due at the time of application.**

### Last Date to Apply is January 28, 2025

OPTION A	Due Date	Amount
1 <sup>st</sup> / Down payment	01/03/25	25%
2 <sup>nd</sup> payment	02/21/25	25%
3 <sup>rd</sup> payment	03/17/25	25%
4 <sup>th</sup> payment	04/10/25	25%

### Last Date to Apply is February 7, 2025

OPTION S	Due Date	Amount
<u>Session A</u>		
1 <sup>st</sup> / Down payment	01/03/25	50%
2 <sup>nd</sup> payment	03/07/25	50%

### Last Date to Apply is April 6, 2025

OPTION S	Due Date	Amount
<u>Session B</u>		
1 <sup>st</sup> / Down payment	01/03/25	50%
2 <sup>nd</sup> payment	05/03/25	50%

## 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. CANCELLATION OF PAYMENT PLAN

Your payment plan may be cancelled should you make an invalid payment (incorrect bank account and routing information, a NSF check) when paying the setup fee.

## J. 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.