

## 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 **three payment options**:

- **2 Pay** allows you to make a down payment and then pay one installment.
- **3 Pay** allows you to make a down payment and then pay in two installments.
- **4 Pay** allows you to make a down payment and then pay in three installments.

### B. ELIGIBILITY

If you are in good financial standing with Cuyahoga Community College and are enrolled for the current non-credit 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 three plans during the Non-Credit year. If you sign up for an additional class, you may sign up for a new plan as long as you are completing the current plan on-time.

- 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

Apply in person at any one of the [Campus Enrollment Centers](#).

### 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 specified amount due for each payment is calculated by multiplying the AMOUNT DUE WITH APPLICATION by the percentage established in the table at 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.

### NON-CREDIT PAYMENT PLAN OPTIONS

<u>PLAN</u>	<u>DOWN PAYMENT</u>	<u>INSTALLMENTS</u>
2 Pay – Classes are 4 - 10 weeks	50%	One installment
3 Pay – Classes are 11 - 14 weeks	33%	2 Equal Installments
4 Pay – Classes are 15+ weeks	25%	3 Equal Installments

**Note:** payment options shown above are after the down payment & \$25 application fee.

### 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 additional courses.
- Refuse to issue transcripts.
- Prohibit use of the Installment Payment Agreement for additional courses.
- 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 (a NSF check) when making a down payment.

### 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.