

**CHANCELLOR'S PROCEDURES FOR POLICY  
325.01: TUITION: GENERAL**

**Provisional Enrollment**

Tuition payment may be extended up to seventy-five (75) days for students receiving financial assistance from third party agencies and who provide written evidence verifying assistance.

**Deferred Tuition Payment Plan**

Participation by an institution in the Deferred Tuition Payment Plan requires written permission from the Chancellor. Eligible charges include tuition, technology fees, facility renewal fees, special facility charges, course specific related fees, late registration fees, housing fees, and meal plan fees. Any institution participating in the Deferred Tuition Payment Plan shall establish in the institution's formal accounting records an allowance for doubtful accounts used to record uncollectable deferred tuition. Each institution shall use a formula or percentage for estimating uncollectible accounts based on deferred tuition payments. (Appendix A).

**A. Eligibility Requirements**

1. All prior deferred charges must be paid in full.
2. Meal and room plan charges must be included at the time the deferment is granted.
3. The predefined down payment of the current term's charges plus the \$40 deferment fee must be paid at the time the student's class schedule is confirmed. The balance between 50% and the down payment, is due by the last day of regular registration, or the last day of drop/add, as determined by the college.
4. The required payment of one-half of the term's registration charges plus the \$40 deferment fee can be made by cash, personal check, cashier's check, traveler's check, money order, debit card, credit card, automated clearing house (ACH), financial aid applied to the student's account, or sponsoring agency contracts, as defined by the college. The deferred balance must be paid no later than the midpoint of the term.
5. Financial aid (other than work study) will be applied to the student's account in payment of the institutional charges. No refund will be made on applied aid unless the student's account reflects a credit balance after all charges have been paid.
6. Any student with a debit balance after all financial aid (other than work

study) has been applied to the student's account is eligible for deferment of charges. The maximum amount of deferment is one-half (1/2) of the total eligible charges for the current term.

7. If a student's account has an outstanding balance and the institution has in its possession any funds payable to the student (from payments on credits applied to the student's account, payroll checks, and/or any other source), the institution reserves the right to withhold the funds necessary to clear the student's outstanding balance and to cover any collection fees incurred. Once these amounts are paid, any remaining funds will be paid to the student.
8. An approved Deferment Agreement form must be signed by the student at the time the deferment is granted and maintained by the business office.

B. Delinquent Accounts

1. If payment is not made by the midpoint of the term (after the first billing by the institution), a late payment charge of \$25 will be added to the outstanding balance for each additional monthly billing up to a maximum of \$100 in late payment charges.
2. In the event of an unpaid balance at the midpoint of the term, the student will be evicted from housing and all meal tickets canceled. If the balance is still unpaid at the end of the term, grade reports, college credits, transcripts or diplomas will not be issued or released. A student with a delinquent account shall not be allowed to enroll in subsequent terms until all delinquent balances are paid in full.
3. The institution has the right to refer the student's delinquent account to a collection agency for failure to meet financial obligations of any kind to the institution, including the payment of additional late payment charges, attorneys' fees, and any other fees and charges necessary for the collection of any amount not paid when due.

**APPENDIX A**  
**(ACCS COLLEGE NAME)**  
**TUITION/FEES DEFERMENT AGREEMENT**  
**DEFERMENT CALCULATION OF CHARGES/PAYMENTS**

- |  |          |
|--|----------|
| 1. Total Semester Charges (Tuition and Fees)   | \$ _____ |
| 2. Deferment Fee   | \$ _____ |
| 3. Total Due   | \$ _____ |
| 4. Amount/Type of Payment or Credit  |          |
| a. Cash, Money Order, Cashier's Check, or, ACH, Credit/Debit Card<br>(Amounts below this line must be applied in full) | \$ _____ |
| b. Financial Aid Applied to Student Account  | \$ _____ |
| c. Other (Specify): _____  | \$ _____ |
| 5. Total Payments and/or Credits (Total of lines 4a through 4c)  | \$ _____ |
| 6. Deferred Balance (Line 3 minus Line 5)  | \$ _____ |
| <i>(Deferred balance cannot be greater than 50% of total Tuition and Fees)</i>   |          |

**DEFERMENT AGREEMENT**

I, the undersigned party, hereby promise to pay **(College Name)** the deferred balance as shown in the above calculation by the due date specified herein below.

I further understand and agree that the balance of my account may be adjusted from time to time to reflect additional charges and/or credits.

I also understand and agree that failure to make the agreed-upon payment in full on or before the due date specified herein will result in **(College Name)** taking one or more of the following actions against me: (1) I will be ineligible to graduate or receive grade reports, transcripts, or future deferments; (2) I will be subject to late payment charges or an administrative handling fee; and/or (3) my account may be turned over to a collection agency.

I hereby further agree and acknowledge that:

1. The amounts stated above are subject to correction for any errors contained therein, and I shall be responsible for the correct amounts as required by the current **ACCS Board of Trustees and (College Name)** policies.
2. I understand if at any time that **(College Name)** has in its possession or under its control any funds payable to me, whether from financial aid, scholarships, payroll checks, or any other source, the sum necessary to pay this deferment, my student account balance, and any collection costs will be deducted from such funds.
3. I have read and will comply with the regulations of **(College Name)** in regard to the payments specified in this contract.
4. I agree to reimburse **(College Name)** the fees of any collection agency, which may be based on a percentage at a maximum of \_\_\_\_\_% of the debt, and all costs and expenses, including reasonable attorney's fees, **(College Name)** incurs in such collection efforts.
5. In the event that **(College Name)** shall be compelled to take appropriate legal or administrative action due to my failure to comply with this agreement, I will be responsible to **(College Name)** for the reimbursement to the College of any and all costs incurred by the College in the collection of monies due hereunder, including attorneys' fees and other reasonable and necessary costs and charges.
6. I will maintain a current mailing address and telephone number with **(College Name)** and will immediately advise the Admissions Office of any changes of address and telephone number.
7. By providing my telephone number, I understand, agree and give express consent that **(College Name)** or anyone working on behalf of the College, including third party vendors, may contact me at the number provided by manually dialing the number or by using automated dialing technology.

Due Date of Deferred Balance: \_\_\_\_\_

Student Number: \_\_\_\_\_

Student Telephone Number: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_  
Date

Deferment Authorized By: \_\_\_\_\_  
**(Institution Official)**