

<b>Student Account Automatic Payment Plan Procedure</b>	Procedure Number	4.11P
	Effective Date	June 3, 1997

**1.0 PURPOSE**

Laramie County Community College (LCCC) recognizes that a student’s ability to pay in full at the time of their registration may impede access. The Student Account Automatic Payment Plan Procedure explains how credit students can establish an automatic payment plan to pay their tuition and fees, residence hall charges and limited bookstore charges by enrolling in LCCC’s contracted third-party vendor payment plan.

**2.0 REVISION HISTORY**

Adopted on: 6/3/97  
 Revised on: 11/2/10  
 Revised on: XXX (Replaced 5201)

**3.0 PERSONS AFFECTED**

Persons and departments affected shall be eligible credit students, Admissions and Student Records, Financial Aid, and Accounting Services.

**4.0 DEFINITIONS**

N/A

**5.0 PROCEDURES**

- A. Students will be informed that they are financially responsible for tuition and fees incurred at the time of their registration. By registering for classes at Laramie County Community College (LCCC) the student agrees to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines (“Charges”). These charges shall be added to the student account and are considered a loan for educational benefit.
- B. Payment deadlines and options for payment are published in the Schedule of Classes, annual Catalog, and on the LCCC website. They may also be presented to students through face-to-face communication, telephone, flyers/mailers, and/or through web-based and Eagles Eye functions.
  - 1) Payment Deadlines
    - a. All tuition, fees, charges and college expenses are due in full prior to the beginning of each academic term and are the student’s responsibility to pay.
    - b. Students who register during the early registration period must pay by the initial payment due date. Students who register after the initial payment due date must pay in full at the time of registration.
  - 2) Payment Options
    - a. Full payments
      - i. Full payments can be made in person by cash, check (foreign checks are not accepted), money order, cashier check, U.S. traveler’s check, or credit card or

on-line through the full payment option in Eagles Eye (Visa, MasterCard, and Discover). Full payments by mail with a check or money order are also accepted.

b. Automatic Payment Plan

- i. Partial payments are made available to those students who are enrolled in the third-party vendor payment plan by automatic bank payment (ACH- checking or savings accounts) or credit/debit card in accordance with the vendor's web site. Full payments may also be made through the third-party vendor plan.
- ii. Students electing to establish an automatic payment plan to pay their tuition and fees will set up their payment via the internet through Eagles Eye to LCCC's contracted third-party payment plan vendor.
- iii. Automatic payment plans require a nominal processing fee and a minimum down payment ranging from 15% to 50% of tuition and fees (depending on plan options) at the time of initial registration.
- iv. Students must re-enroll in the automatic payment plan each semester they elect to make payments on their tuition and fees. They will also be required to pay the nominal processing fee and provide a minimum down payment.
- v. Throughout the semester, accounting services will upload student account balances to the third-party vendor 10 days prior to the next scheduled payment date. Payment dates as established by the third-party vendor are the 5<sup>th</sup> and the 20<sup>th</sup> of each month. The 20<sup>th</sup> of the month payment date is made only on those accounts whereby the funds were unavailable on the 5<sup>th</sup>. Accounting services will follow recommended upload dates for any changes (increases/decreases) in the student account.
- vi. Once payments have been processed with the third party vendor, accounting services will post payments to the student's LCCC account on or around the 15<sup>th</sup> and 30<sup>th</sup> of each month.

3) Financial Hold

- a. By electing the automatic payment plan, students agree to pay their tuition and fee balance in full each semester.
- b. Students who do not pay in accordance with the payment deadline and/or their payment plan agreement will have a "hold" placed on their student record by the Accounting Services Office.
- c. Students not paying on time will be restricted from registering for a consecutive semester until the unpaid balance has been resolved.
- d. The release of a student's official transcript will also be restricted until the unpaid balance has been resolved.
- e. Students with a repeated pattern of paying late or being sent to collections may be required to forfeit their eligibility for the automatic payment plan and may be required to pay in full at the time of registration each semester.

4) Withdrawal

- a. Withdrawing from a class after the 100% tuition refund period will cause a balance on the student account. Students remain responsible for completing their payments and paying their tuition and fee balances in full. Failure to withdraw from classes in a timely manner or non-attendance does not relieve the student from financial responsibility of student account balance.

5) Delinquent Accounts

- a. Delinquent accounts are reviewed by an in-house collection technician in the Accounting Services Office and may be turned over to a collection agency for payment.

The student may be assessed additional fees up to 35 % of the student account balance. These fees are associated with the collection of the debt including but not limited to collection agency fees, reasonable attorney’s fees, court costs and all other charges allowed by law.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Sabrina Lane, Accounting Compliance Supervisor	2/24/15
Approval by President's Cabinet		2/24/15
Ratified by College Council	Chad Marley, College Council Co-chair	
Approval by President (Signature)		