

Laramie County Community College
Important Dates and Helpful Information- PLEASE READ!
WWW.LCCC.WY.EDU

PAYMENT FOR SPRING 2016 TUITION, FEES, and ROOM AND BOARD IS DUE JANUARY 4, 2016.

- After **JANUARY 4, 2016**, payment in full is due at time of registration. If payment is not received by the due date, students risk being dropped from their course(s) for non-payment and may only re-enroll if space is available.

PAYMENT OPTIONS

- Options to pay balance owed.
 - Student Accounts Cashier's Window (located in the Welcome Center, Student Services Building)
Phone (307-778-1199, 307-778-1332, or 307-778-1224)
 - Online (via Eagles Eye)
 - Mailed to: Laramie County Community College, Accounting Services, 1400 East College Drive, Cheyenne, WY 82007
 - Payments can be made by cash, check (foreign checks are not accepted), money order, cashier check, U.S. traveler's check, or credit card in person or on-line through the full payment option in Eagles Eye (Visa, MasterCard, and Discover). American Express payments are available only through Nelnet "My Deferred Payment Plan" option in Eagles Eye.
 - Payment Plan (NELNET)** - Students enrolled at LCCC who cannot pay the full amount for **SPRING 2016** tuition, fees, room and board may set up a payment plan on-line through Nelnet's "My Deferred Payment Plan" option in Eagles Eye. *See insert for details.*

PLEASE CONTACT US IMMEDIATELY IF YOU ARE SUPPORTED BY ONE OF THE FOLLOWING ACTIVITIES TO AVOID BEING DROPPED.

- **Active duty USAF students** receiving 100% tuition assistance must contact the LCCC Outreach Office on FE Warren AFB (307.773.2113) before or immediately upon registration to advise LCCC of tuition assistance status and receive TA paperwork submittal instructions. If you are intending on registering for a late starting class (**after JANUARY 4, 2016**), please contact the LCCC Outreach Office now as well.
- Students receiving **Third Party Tuition Assistance (TA), Wyoming National Guard, Overseas Combat, WAWF, WYARNG or MYCAA** should contact the third party billing office (307.432.1690) at time of registration to advise LCCC of tuition assistance status.
- **Post 911 Military Students** should contact Marnie Ott at (307.778-4396) at time of registration to submit necessary documents for the program.

STUDENTS WITH UNPAID BALANCES AS OF JANUARY 11, 2016 WILL BE DROPPED FROM ALL CLASSES, CHECKED OUT OF CAMPUS HOUSING AND MEAL PLANS CANCELLED.

- **DROP DATE** for the **SPRING 2016** semester will be on **JANUARY 11, 2016.**
- Exceptions for students **NOT** to be dropped are students who have:
 - Set up a Deferred Payment Plan (Last Day to enroll is **JANUARY 18, 2016**)
 - Been awarded Student Financial Aid
 - Submitted the required paperwork for Third Party Tuition Payments (Overseas Combat, Guard Tuition, etc.)
 - Active duty USAF students** who contacted the LCCC Outreach Office on FE Warren AFB (307.773.2113) immediately upon registration to advise LCCC of tuition assistance status and receive TA paperwork submittal instructions
- If aid does not cover all tuition costs, remainder owed by the student is due by the Final Payment Deadline of the semester, **APRIL 8, 2016.**
 - A "HOLD" will be placed on any account with an outstanding balance on **APRIL 11, 2016.**
 - Registration for any future semesters, transcript request, etc. will be blocked until unpaid balance is paid in full.
 - Accounts unpaid after the end of the semester may be sent to an outside collection agency.

DISBURSEMENT PROCESS

- Financial Aid Awards will be applied to student accounts beginning **FEBRUARY 2, 2016.**
- Refund checks will be created and mailed beginning **FEBRUARY 5, 2016.**

REFUND CHECKS

- **For those students who receive a Financial Aid disbursement which results in a credit, a refund check will be created and mailed out beginning FEBRUARY 5, 2016. Please make sure we have your current address on file (verify through Eagles Eye Account).**
- Students who need to purchase books may charge books at the college bookstore at the beginning of the term, if their financial aid is complete and they are eligible to charge books.
Books can be charged starting JANUARY 4, 2016.

WE DO NOT ALLOW STUDENTS TO PICK UP REFUND CHECKS! NO EXCEPTIONS!