

Board Policies

STUDENT AFFAIRS

412.00 - PAYMENT OF TUITION AND FEES

Students are expected to settle accounts with the College as they become due and payable. Students who have outstanding accounts from any source will not be issued official transcripts until such accounts have been settled.

1. Students who have past due balances from any source in excess of \$500.00 will not be allowed to enroll.
2. Students who have enrolled, but have not paid their tuition and fees by the due date published in the schedule of courses, will be placed on a business office hold and prevented from enrolling in future semesters.
3. Students who wish to enroll but who are unable to pay their tuition and fees by the published due date may elect to utilize one of the following options:
 - a. Tuition and Fees Installment Payment Plan
 - i. Students wishing to make payments may enroll in any option available for the current semester through the College's contracted payment processor, and accept all terms and conditions as imposed.
 - ii. Students who miss a payment will be placed on hold and not allowed to enroll in further courses unless they can make full payment of any remaining balance.
 - b. Financial Aid
 - i. Students who have fully completed a financial aid application with the U.S. Department of Education by August 1 for the Fall Semester, December 1 for the Spring Semester, and May 1 for the Summer Semester will receive an automatic deferment of tuition and fees covered by the aid until aid is processed for that semester. Any tuition and fees beyond anticipated aid must be paid in accordance with options described above.
 - c. Third Party Billing Deferment
 - i. Students whose employer, other business or government entity has agreed to pay the College for their tuition and fees will be exempt from payment provided they have completed the necessary forms required for the College to execute payment from the qualified third party. The Third Party Billing forms and documentation must be provided by the published due date for the semester of enrollment.
4. Student accounts that are not paid in full by the end of each semester will be turned over to a collection agency and the State of Kansas Setoff program. Students will be assessed a collection fee incurred to collect the delinquent debt.

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