

## SPRING 2024

Amount	Description	Due Date
\$30.00	Plan Enrollment Fee	March 12, 2024
34% of Balance Due	1 <sup>st</sup> Installment	March 12, 2024
33% of Balance Due	2 <sup>nd</sup> Installment	April 10, 2024
33% of Balance Due	3 <sup>rd</sup> Installment	May 11, 2024

### TUITION PAYMENT PLAN POLICY

Your 1<sup>st</sup> installment + plan enrollment fee (\$30.00) must be received by the first published tuition and fee deadline, March 12, 2024. **If SVC does not receive your payment by this deadline, you risk being administratively dropped from your class(es).**

1. The student will be charged a non-refundable \$30.00 plan enrollment fee when they elect to enroll in a tuition payment plan. The student will only be charged one plan enrollment fee per quarter whenever they enroll in that term's offered plan.
2. The payment plan budget (meaning overall amount due to SVC) is calculated based on the student's active account balance. The budget does not include "ready to pay" Financial Aid. Once Aid disburses (pays out) to the student's Financial Account Tile, the Plan will auto-adjust the budget and include the Aid in the budget calculation. If Aid does not disburse, the student is financially responsible for the full budget.
3. The payment plan generates three (3) equal installments over three (3) months with the 1<sup>st</sup> installment + plan enrollment fee (\$30.00) due on the first published tuition and fee deadline of the quarter.
4. Drops due to non-payment are calculated based on the timing that the student enrolled in classes at SVC. Those rolling enrollment periods are called Cardinal 1, Cardinal 2, and Cardinal 3. **To avoid being dropped due to non-payment**, the 1<sup>st</sup> installment + plan enrollment fee must be received before the rolling enrollment deadlines. Those deadlines are published on the SVC Important Dates and Deadlines Calendar: <https://www.skagit.edu/student-resources/enrollment-services/enrollment-dates/>.
5. Failure to make the 1<sup>st</sup> installment by the published deadlines will result in the student being dropped from the payment plan. This could result in the student being administratively dropped from their class(es) due to non-payment.
6. If the student has enrolled in a payment plan because they are waiting for federal, state, or other Financial Aid to process, the student is still responsible for making monthly payments by each payment deadline regardless of Aid status. This means that the student is responsible for ensuring payment is received by SVC per each installment due date. If Aid disburses and is not enough to cover the balance due, the student will be responsible for any remaining balance.
7. It is the student's responsibility to ensure monthly payments are made on or before each installment deadline. Failure to pay timely will result in negative Service Indicators (Holds) being assigned to the student's account. This can result in the student being blocked from registering for future quarters at SVC.
8. If there is an overpayment which is a direct result of out of pocket payments or Financial Aid disbursement, the student will be issued a refund per Business Office Refund Policies. Ask the Cashier if you have additional questions about Refunds.
9. Failure to complete the payment plan can result in the account being forwarded to a third-party collection agency for collections efforts. Collections will result in additional costs that the student will be financially responsible for paying. Collections can negatively impact the student's credit score.

Contact [cashier@skagit.edu](mailto:cashier@skagit.edu) if you have further questions about the tuition payment plan.