

REGISTRATION POLICY

All students who register are fully responsible for all tuition and fees. If you do not plan to attend classes, you must complete the *drop process*, please see the deadlines under Important Dates. Failure to attend classes does not release you from your financial obligation. The signing and completion of a registration form either on-line or on paper constitute a binding agreement for payment.

GENERAL PAYMENT POLICY

Students are responsible for all tuition and fees charged after confirmed registration. Charges include but are not limited to; all tuition and fees, parking fees, bookstore charges, late fees (for non or late payments), non attend fees (for not attending and failing to drop courses properly), and/or collection agency charges (for all delinquent accounts turned over to collections). There are several methods in which balances are covered and each should be completed by the due date listed on the registration statement. Failure to pay by the due date will result in late fees as listed in the approved College Fee Schedule.

Starting in FALL 2017, courses will be dropped for failure to pay in full, join the payment plan and/or use financial aid or a third party payer.

Paying your bill could include making a payment in full, joining the college approved payment plan, using financial aid grants and /or loans, or third party payers. If tuition and fees are paid by someone other than the student (third party, scholarship, etc.), a valid document or formal letter from the sponsoring parties must be presented to the Bursar at the time of registration. Otherwise, students must pay the bill in full.

Student accounts will be cleared by the Financial Aid office. When aid is cleared it will appear on the student account and registration statement as estimated. The Bursar's Office does not require any information from the student regarding the Financial Aid process. It is the responsibility of the student to have all verification and other FA matters resolved and make payment arrangements for any remaining balances by the start of the semester.

If a student account is not paid in full by the end of the semester or term in which it is due, the account will be turned over to a collection agency and the student will be responsible for all additional fees associated with the collection of the amount due. These collection fees will be in addition to any late fees already assessed to the account.

PAYMENT PLAN POLICY

The College approved payment plan is offered in partnership with Official Payments. The payment plan must be joined by creating an account with Official Payments and making monthly payments through the account. The payment plan fee is \$40 and is non-refundable. The plans are 3-5 months in the fall and spring and 2-4 months in the

summer terms. The earlier you register for courses and join, the lower the monthly payments. The due date can be adjusted based on student needs and a late fee will be added after the grace period ends for a missed payment. After multiple missed payments, you can be removed from the payment plan.

Please note that we will no longer except payment plan payments outside of the approved plan with Official Payments.

Payments may be made via the following methods.

MAIL: full payments with check or money order only

ON-LINE: full payment or payment plan payment with VISA, MC, Discover or check

IN-PERSON: (Paterson campus only) full payment with VISA, MC, Discover, cash, check or money order

DROP BOX: full payment with check or money order only

INTERNATIONAL F-1 STUDENT PAYMENT POLICY (updated 10/23/08)

Students attending PCCC on an F-1 STUDENT VISA are responsible for payment IN FULL within 72 hours of registration- failure to do so will result in courses being deleted. Failure to be registered as a full-time student (fall/spring) is a violation of Federal Regulation [8 CFR 214.2(f)(6)] pertaining to your F-1 status and will result in the termination of your I-20 and the notification of your non-enrollment to the Office of U.S. Immigration and Customs Enforcement.