

# INSTALLMENT PAYMENT PLAN (IPP)

## What is the Installment Payment Plan?

The Installment Payment Plan is a way to spread tuition costs over a period of three payments.

Participants in the Installment Payment Plan must have already registered for classes prior to applying.

The student must sign an Installment Payment Plan Promissory Note for the amount of tuition and fees due. The signed Promissory Note and the total down payment amount must be received in the Business Office on or before the last day to pay for the applicable registration period. Deadlines will be posted in the curriculum course schedule.

## What is Covered by the Plan?

The Installment Payment Plan is available to cover the cost of tuition and fees that are assessed during registration. The Installment Payment Plan is **NOT** a loan; it is a way to help you spread out the payments you must make to the College for tuition and fees. Bookstore purchases and personal expenses are not included in the Installment Payment Plan.

## When are Payments Due?

The installment payment plan is available for the Fall and Spring semesters only. Twenty-five percent of the total tuition plus a \$20.00 application fee will be due upon application. The two remaining payments for Fall semester will be due on or before October 1st and November 1st. The two remaining payments for Spring semester will be due on or before March 1st and April 1st.

## **Important Notes:**

1. Students with an outstanding balance **will not be able to register** for subsequent semesters until the balance is paid.
2. If a student receives financial aid (ex: Pell Grants and scholarships), that financial aid will be used to pay any amounts owed to the College **before** a check for the balance is released to the student.
3. If a student adds or drops courses during the Drop/Add period, the College reserves the right to adjust the installment plan balance owed by the student to the College through his/her plan account. Courses added after the Drop/Add period may NOT be added to the payment plan and must be paid for at the time of registration.
4. Refund policy: Regardless of a student's method of payment, the same refund policy applies. Specifically, if a student registers for classes and then formally withdraws (see note 6) before the first day of classes for the semester, the student will receive a 100% refund of tuition paid, *excluding* the IPP application fee. If the student formally withdraws between the first day of classes and the 10% point of the semester, the student will NOT receive a refund, but the balance of the payment plan will be cancelled. If the student withdraws after the 10% point of the semester, he/she will not receive a refund of any type **and will be responsible for the full amount of tuition and fees (as well as any imposed late fees)**.
5. Students who have outstanding financial obligations to the college are ineligible to participate in the IPP. In addition, students who were delinquent in paying previous obligations are also ineligible to participate in the IPP.
6. **Formal withdrawal occurs when a student completes the withdrawal form with all of the necessary signatures and delivers it to the Student Development Office before the posted refund date.** If a student registers for the Installment Payment Plan and then withdraws from a class or a class is cancelled at such a time that the student qualifies for a refund, the amount the student owes the college will be reduced by the amount of the refund. The **\$20.00 application fee is NOT refundable. It is not considered a "withdrawal" if the student merely fails to attend class.**
7. A student failing to pay the total amount due to the College in accordance with the terms of the Installment Payment Plan, will have their records held and full debt collection measures will be taken. In such cases, the student's academic records will be frozen and the student will not be able to get grades, receive a transcript, register for classes, apply for the Payment Plan or graduate until the entire outstanding balance is paid in full.
8. Returned checks: A fee of \$20.00 will be assessed for all returned checks.
9. Late fee: Payments received after the due dates will be assessed a \$20.00 late fee.

Questions?

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