

**Student Loans & Receivables**  
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The following is an overview of the most frequently asked questions regarding the Tuition Payment Plan. For specific detailed questions, or further aid, please contact the Student Loans & Receivables department by phone or mail using the information above or in person at the Redwood Taylorsville Campus (Student Center, Lower Level).

## **Tuition Payment Plan – FREQUENTLY ASKED QUESTIONS**

### **What is a Tuition Payment Plan?**

The Tuition Payment Plan is a way to spread your payment of tuition and fee costs throughout the semester. The required books, supplies, and other personal expenses are not included. The Tuition Payment Plan does not reduce your financial obligation to the college, but offers an alternative to making a single or one-time tuition payment.

### **Is there a Charge for using this option?**

Yes, a \$30.00 non-refundable fee will be added to the total tuition and fees. The fee will be calculated into your installments.

### **How do I participate in the Tuition Payment Plan?**

To enroll, click on the SLCCPay+ link, using your My SLCC login.

MySLCC > Tuition & Financial Aid Tab > Payment Information > Enroll in a Tuition Payment Plan

Students who are under 18 years of age or students in an active Bankruptcy, need to click on the link to download the form. <http://www.slcc.edu/ar/forms.aspx>

### **Does my Tuition Payment Plan roll over to the next semester?**

No, every semester a student will need to enroll in a new Tuition Payment Plan. The payment plan does not roll over to the next semester.

### **Why can't I enroll in a Tuition Payment Plan?**

You may have a hold on your account that is blocking enrollment, however, the most common reasons are:

Having a past due balance.

Students under the age of 18.

Students in active bankruptcy.

Students enrolled in an SAT, Continuing Ed, or Concurrent Enrollment class.

For further questions, call the Accounts Receivable Office at (801) 957-4480, or email [accountsreceivable@slcc.edu](mailto:accountsreceivable@slcc.edu).

## What is the schedule of payments?

Payments occur over a four month period for Fall and Spring semesters and three months for the Summer semester. The first payment of the semester is due when you enroll in a tuition payment plan. The due dates will be on your Tuition Payment Plan Agreement after enrolling. It is your responsibility to know the payment due dates and the amount of the monthly installments.

SPRING		SUMMER		FALL	
November 16 - January 31	25%	April 16 - May 31	34%	July 16 - August 31	25%
February 10	25%	June 10	33%	September 10	25%
March 10	25%	July 10	33%	October 10	25%
April 10	25%			November 10	25%

## Must I wait until my installment is due to pay it, or can I pay smaller amounts when I get my paycheck each week?

Yes, you can make payments anytime of any amount, as long as your total payment amount is paid by the next installment due date.

## Why isn't my current balance the same as my plan balance?

Tuition and Fees are the only charges included in the payment plan. Other ineligible charges will not be part of the payment plan and can be paid separately.

## How can I review my account balance?

SLCC emails monthly billing statements, however it is the student's responsibility to view their account activity online at SLCCPay+. Also, you may call the Accounts Receivable Office at (801) 957-4480, or email [accountsreceivable@slcc.edu](mailto:accountsreceivable@slcc.edu).

## If I scheduled a payment while on a payment plan and my financial aid pays my balance, will the scheduled payment automatically be cancelled?

No, you will need to cancel the payment you scheduled or it will be processed.

## What if I add a class?

If you add a class that is not on the original Tuition Payment Plan, the tuition for that class will automatically be added to your payment plan. You will receive an email notification of the increase in your monthly installments.

## What if I drop a class?

If you drop a class before the drop deadline, the amount of credit you receive, if any, will apply towards your next monthly installment. You can view your account activity online at SLCCPay+. Also, you may call the Accounts Receivable Office at (801) 957-4480, or email [accountsreceivable@slcc.edu](mailto:accountsreceivable@slcc.edu).

**NOTE:** See Academic Calendar, Last Day to Drop Classes with 100% Refund.

<http://www.slcc.edu/academiccalendar/index.aspx>

## **What if my payment is late?**

If your payment is not received by the due date, you will be assessed a \$15 late fee and a hold will be placed on your school records, which may restrict you from registering for classes, viewing your transcripts and grades, and could prevent you from graduating.

## **What if my check payment is dishonored by my bank?**

If your check is returned to the college from the bank, a returned check service fee of \$20 will be assessed in addition to the installment late fee.

## **What if my account is not paid by the end of the semester?**

SLCC pursues to the fullest extent of the law, all financial obligations due. Restrictions or “holds” on student accounts can include but are not limited to: registration, transcripts, grades and graduation. Some additional consequences could be liens against Utah State Income Tax Returns; referrals to collection agencies; and litigation. Interest will be charged at the rate of 1.5% per month (18% per year) on any amount over 30 days past due.

The Tuition Payment Plan is non-dischargeable in a Bankruptcy Court. By accepting the tuition payment plan you agree to pay any cost incurred in the collection process of this plan including, but not limited to: late charges, attorney’s fees, charges or commissions up to 40% that may be assessed by any collection agency retained to pursue this issue.

# Tuition Payment Plan - INSTRUCTIONS

**KEEP THIS INSTRUCTION FORM FOR YOUR PERSONAL RECORDS**

\*\*\*Note: You must enroll in your Tuition Payment Plan application and down payment by the end of the first month of the semester. ALL applications will be evaluated. Students who do not qualify will be notified so they may make other arrangements to cover the tuition due. Unsigned, short payment, incomplete, or late application forms will be returned.

**The Tuition Payment Plan application fee is non-refundable.**

**REGISTER FOR CLASSES** – Enrollment in Part of Term 1 and/or Term 2 and 3, tuition and fees are eligible. The Tuition Payment Plan is not applicable to any session or combination of sessions less than 11 weeks in length. With registered courses in either/all terms during the semester you must submit an application by the indicated due dates.

**READ** – Take the time to read the Tuition Payment Plan Application Form. It is a legally binding agreement. With your signature, you consent to the terms of the agreement.

\*\*\*Students under the age of 18 **MUST** have an adult co-signer and submit a paper application.

**For paper application check** – All the box statements located in the upper right hand corner of the Application form that apply to your student status.

**APPLICATION** – Log into your MySLCC. Enter USER NAME and PASSWORD. Click 'Tuition & Financial Aid' tab. Under the 'My Account' block click on the **SLCCPay+** link. In the middle of the page is your 'My Account' block, click on the "Enroll in Payment Plan". Make sure to select the TERM and then click on the SELECT button. Read over the payment schedule, select whether to set up automatic payments, and then continue. Submit your down payment. PLEASE READ YOUR CONTRACT. Click the "I agree to the terms..." box, and then continue. PLEASE READ YOUR ACH AGREEMENT. Click the "I agree to the terms..." box and then continue again. You have completed the application process!

**CALCULATE** – To determine the appropriate down payment, add your tuition, student fees and application fee together. For Fall & Spring, then multiply total by 25%. For Summer semester, multiply total by 34%. Remaining installments for summer will then be 33% each. Include all classes for the entire semester. See the example below.

**Fall Semester:** 12+ weeks, 4 installments due in *August, September, October, and November.*

**Spring Semester:** 12+ weeks, 4 installments due in *January, February, March, and April.*

**Summer Semester:** 12+ weeks, 3 installments due in *May, June and July.*

<b>Example:</b>	Total Tuition & Fees & Application Fee	\$1,784.00 + \$30
	Calculate	Fall/Spring: $\$1,814.00 * 25%$ (Down payment & 3 installments) = \$453.50
		Summer: $\$1,814.00 * 34%$ (Down payment) = \$616.76
		$\$1,814.00 * 33%$ (2 Installments) = \$598.62

Based on the example above the initial down payment would be **\$453.50 for fall** or **\$616.76 (34% of total charges) for summer**, depending on the semester. The subsequent installments would be either \$453.50 or \$598.62 based on the semester of attendance. The final payment will reflect any missed payments and any accrued late fees. Tuition and fees added or dropped after the date of the application will be recalculated to the Payment Plan.

**Payments are due the 10<sup>th</sup> of every month to avoid a \$15 late fee.**

**PAYMENT** – Online applications, require submission of your down payment, and your remaining installments to be scheduled for direct withdrawal with your application. Your application will not be approved until you have clicked on SUBMIT APPLICATION and paid the required down payment. If submitting a paper application, you must pay with Cashier Services and show down payment receipt when turning in your application.



# SALT LAKE COMMUNITY COLLEGE TUITION PAYMENT PLAN APPLICATION/AGREEMENT

Please Complete in Blue or Black Ink Only

Name (Last/First/Middle)	Complete Street Address (including City, State & Zip Code)	Personal Phone	SS# or Student ID
Co-Signer Name (Required if student is under 18 yrs)	Co-Signer's Complete Street Address (including City, State & Zip Code)	Co-Signer's Phone	Co-Signers SS#

### IT IS YOUR RESPONSIBILITY TO PAY ON TIME ACCORDING TO THIS PAYMENT AGREEMENT

I understand all of the provisions of the Tuition Payment Plan. I understand that failure on my part to meet any of the provisions of the plan *may* cause my participation in the plan to be canceled and, at the option of the College, the balance due on my student account may become payable at once and may prevent me from further participation in the plan. I understand that SLCC pursues all financial obligations due to the fullest extent of the law. This includes, but is not limited to: holds on registration, transcripts, grades, and graduation; liens against Utah State Tax Returns; referrals to collection agencies; and litigation. I agree to pay any fees incurred in the collection process of this plan including, but not limited to: late charges, attorney's fees, charges or commissions up to 40% that may be assessed by any collection agency retained to pursue this matter. I further agree to pay **interest at the rate of 1.5% per month (18% per year)** on any amount over 30 days past due. The Tuition Payment Plan is an approved payment plan for education, which is non-dischargeable in a Bankruptcy Court, Bankruptcy Code 11 USC § 523 for class enrollment beginning \_\_\_\_\_ and ending \_\_\_\_\_ for the \_\_\_\_\_ semester. All applications are subject to final approval by the Student Loans & Receivables Department. **I have read, understand and agree to all the provisions of the Tuition Payment Plan as set forth herein and on the instructions form of this application/agreement.**

Student Signature	Date	Co-Signer Signature	Date
Employer Name	Complete Street Address (including City, State & Zip Code) Not one of your personal references		Employer Phone
Personal Reference Name	Complete Street Address (including City, State & Zip Code) Not living with you or other reference		Phone
Personal Reference Name	Complete Street Address (including City, State & Zip Code) Not living with you or other reference		Phone

- Credit Hours \_\_\_\_\_
- Tuition and Fees** (all courses)      1) \_\_\_\_\_
  - Tuition Payment Plan Application Fee**      2) \$30
  - Down Payment** – Line 1 + Line 2 times semester %  
25% Fall/Spring; 34% Summer      3) \_\_\_\_\_
  - Remaining Balance Due for Installments**  
Line 1 + Line 2 – Line 3      4) \_\_\_\_\_
  - Monthly Installments**  
Fall/Spring = Divide Line 4 by 3 installments      5) \_\_\_\_\_  
Summer = Divide Line 4 by 2 installments

**Return completed application form to any Cashier Services Office.**  
Down payment amount in Line (3) must be paid online or submitted by cash/check/credit card with the completed application. Check, Savings Account Transfer or Credit Card payments accepted at: [MySLCC > Tuition & Financial Aid > SLCCPay+](#).  
Credit Card Payments accepted by phone at (801) 957-3914  
**Students need to apply early, preferably on the day of registration.**

**PAYMENTS ARE DUE ON THE 10<sup>TH</sup> OF EACH MONTH TO AVOID A \$15 LATE FEE.**  
**ACCOUNT STATEMENTS WILL NOT BE MAILED. PLEASE VIEW ACCOUNT INFORMATION AT: [MySLCC > Tuition & Financial Aid > SLCCPay+](#)**

**Any tuition and fees added after the date of application will be recalculated into The Payment Plan.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Loans & Receivables      Phone: (801) 957-4480 Fax: (801) 857-4960