

STEPP (Student Tuition Easy Payment Plan)

Student Name: _____

Student ID Number: _____ Phone: _____

Student Address: _____

Street

City

State

Zip

Tuition Due Dates

The first installment for every quarter is required by the tuition due date or at the time of enrollment, whichever is later. All other quarterly installment payments are due by the 15th of the following month. If the 15th falls on a weekend or a holiday, payment must be received on the next business day. Summer quarter final payment deadline is July 30 or the next business day if that date falls on a holiday or weekend.

CASHIER OFFICE USE ONLY

Total Tuition and Fees: \$ _____

First Payment (Enrollment service charge fee + registration fee + 1/3 tuition due): \$ _____

Second Payment (1/3 tuition due): \$ _____

Third Payment (Final payment of balance due): \$ _____

DISCLOSURE: This is a contract. By enrolling in the STEPP, you are acknowledging your financial obligation to pay the balance due even if financial aid does not get approved. STEPP is not a tuition deferment hold and students on STEPP are still responsible for making payments by scheduled due dates.

- The STEPP applies only to tuition and required class fees not covered by financial aid or third-party sponsorship.
- The STEPP allows for payments throughout the quarter.
- Students enrolled in a minimum of 5 credits and owing at least \$200.00 are eligible.
- Students may enroll in the STEPP through the fifth business day of the quarter.
- A non-refundable service charge of \$25.00 and all non-refundable fees are due with the first payment.
- A non-refundable late charge of \$40.00 will be assessed on the following day of the final payment for any past due amount.
- Schedule changes may cause changes to tuition and fees due. Please contact the cashier's office to have your STEPP adjusted for any revision to your original credit load.
- Unpaid service (late) fees will be deducted from refunds processed.
- Students with unpaid tuition and fees are subject to holds being placed on grades, transcripts and enrollment activity and may result in the account being sent to a collection agency.
- **Dropping or withdrawing from classes: You may still owe tuition.** The official college refund policy applies and any tuition balances will be determined based upon the refund period.
- Student authorizes College to apply financial aid to any balance owing when it becomes available. Financial Aid does not cover service charge or late charges.
- Students who are sent to collections, due to non-payment, will not be eligible for the STEPP again.
- NSF checks will be considered as non-payment and subject to both late fees and NSF fees determined by WVC.

By my signature I certify that I agree to the terms and conditions outlined above for the STEPP enrollment.

Signature: _____ **Date:** _____

****OFFICIAL USE ONLY****

Approved

Administrative Signature: _____ Date: _____